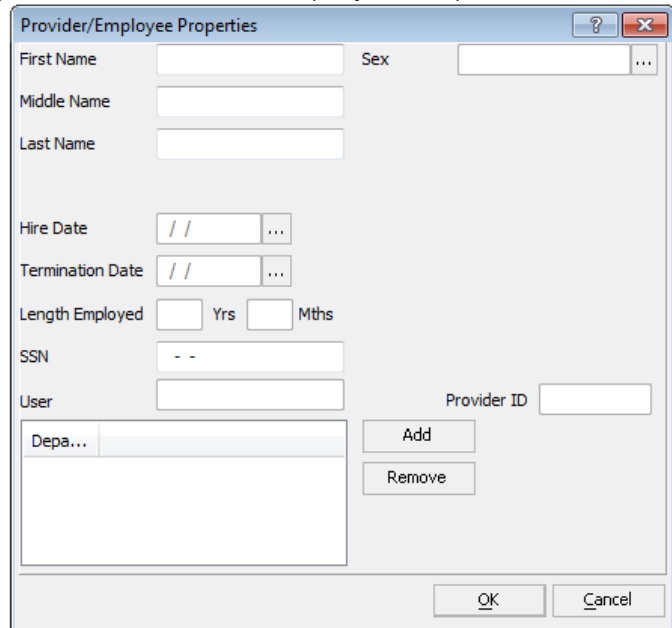


How to Enter in a Provider

Charting

New Employee

1. From the Human Resources Access screen, click **New Employee**.
2. Click **New** and select the **Provider** option. The Provider/Employee Properties window appears.
3. Enter the Provider/Employee demographic information and click **OK** to save the information.
4. The user will then be prompted with the Locate screen where the Provider must be set to **Active** in the appropriate Site/Service that they will be mainly be working in. If the employee will float between different services, pick the one that they will be working in most often.
5. Once completed in the Locate screen, click **OK** to enter the Provider/Employee into the system.



The screenshot shows a window titled "Provider/Employee Properties" with the following fields and controls:

- First Name:
- Middle Name:
- Last Name:
- Sex: ...
- Hire Date: / / ...
- Termination Date: / / ...
- Length Employed: Yrs Mths
- SSN: - -
- User:
- Provider ID:
- Depa...:
- Buttons: Add, Remove, OK, Cancel