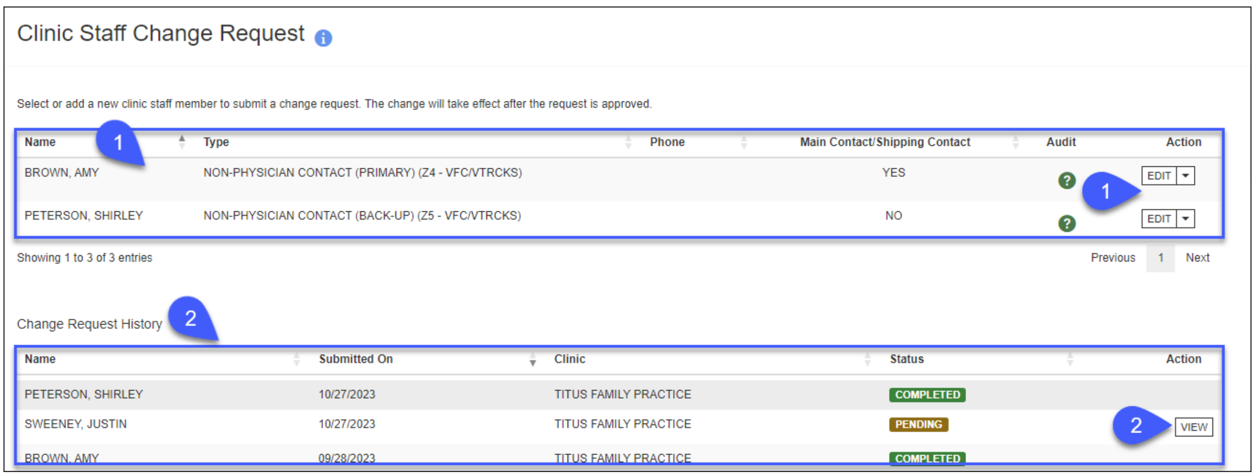
Staff

A clinic user can view their current list of staff members and can update or remove (if permissions allow) a current staff member's information. A clinic user can also add a new staff member to the contact list. The program is notified of all staff information changes and will review them for approval or rejection.
NOTE: Only one staff member can be assigned as the **Primary Shipping Contact**.

Clinic Staff Change Request

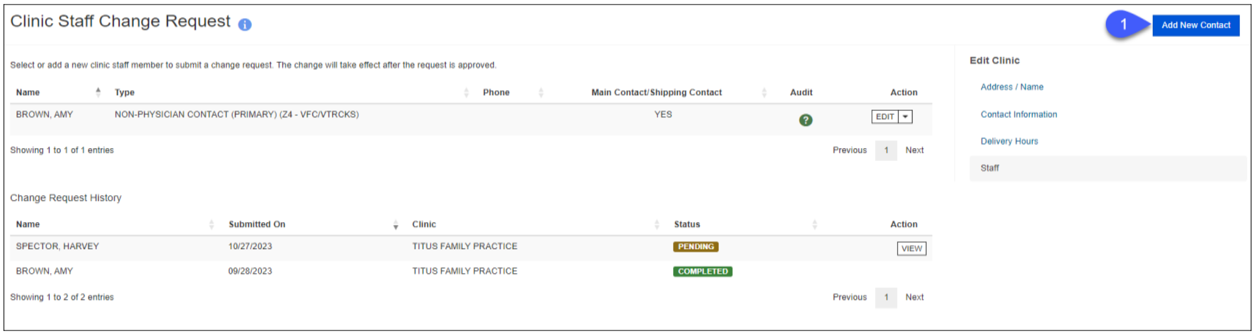
Staff additions and staff updates made via this screen are also reflected within the contact's user profile once the updates are accepted by the Program.
NOTE: Only one contact of type **Non-Physician Contact (Primary)** is allowed.



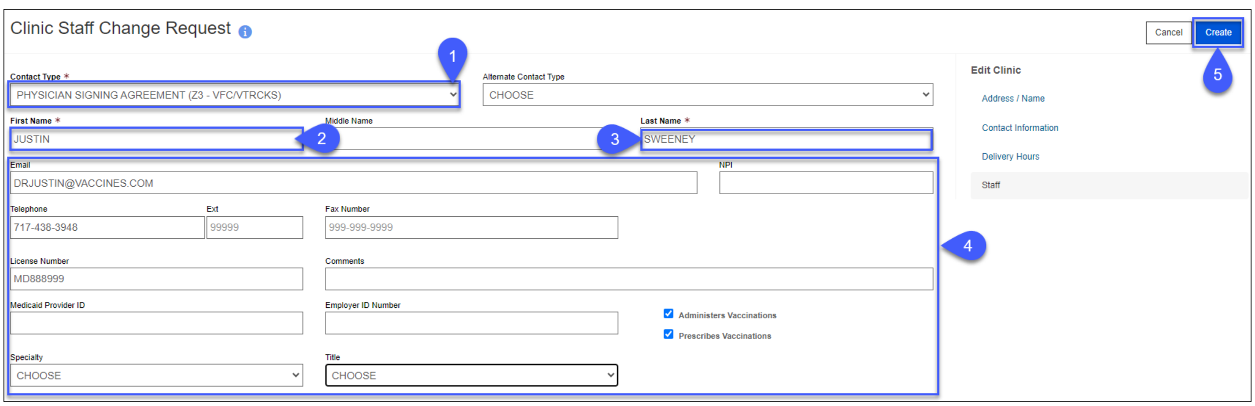
1. The clinic's current contacts display at the top of the screen and the **Action** drop-down menu allows the user to edit or remove (if permissions allow) the contact's information if necessary.
2. The **Change Request History** section displays all staff members and their current status.
NOTE: You can **View** a contact listed in a **Pending** status, however, no changes can be made to the contact's record until the program has approved it.

Add New Contact

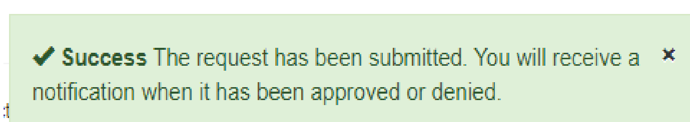
At a minimum, the required fields of **Contact Type** and the **First** and **Last Name** of the contact must be entered to create a new contact. The new contact must be reviewed and approved, or rejected, by the program staff.



1. Click **Add New Contact** → a blank **Clinic Staff Change Request** screen displays.
   NOTE: Complete the required fields and add any additional details on-hand for the staff member.

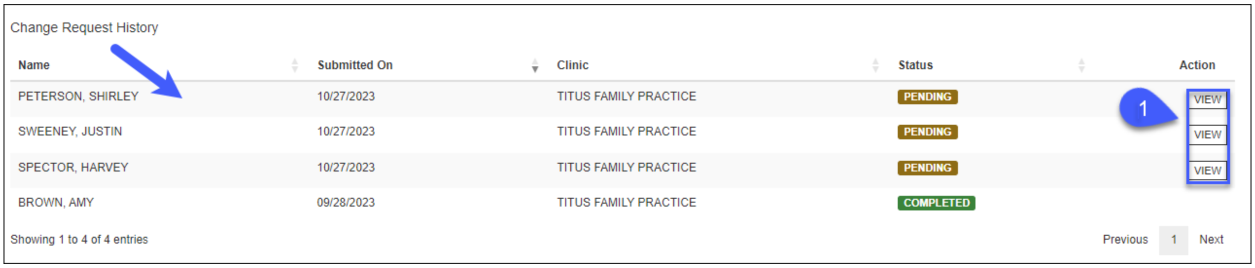


1. From the **Contact Type** drop-down menu, select the appropriate contact type.
2. Enter the contact's first name in the **First Name** field.
3. Enter the contact's last name in the **Last Name** field.
4. Enter any additional contact information you have on-hand for the contact.
5. Click **Create** → the **Success message** displays.

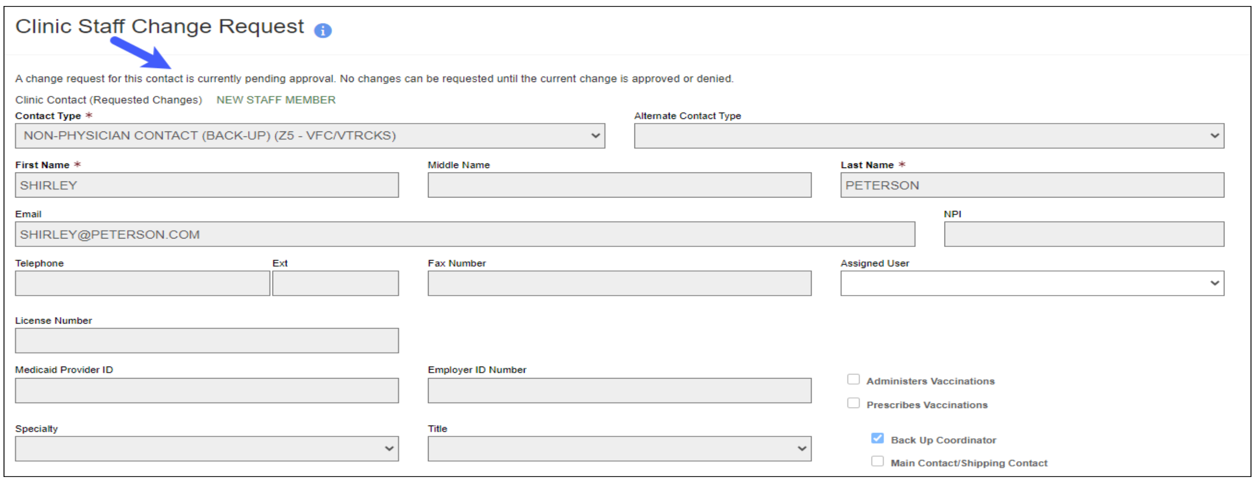


View Contact

The **Change Request History** section displays all contacts and their current **Status**. You can view the details for any contact who is in a **Pending** status.

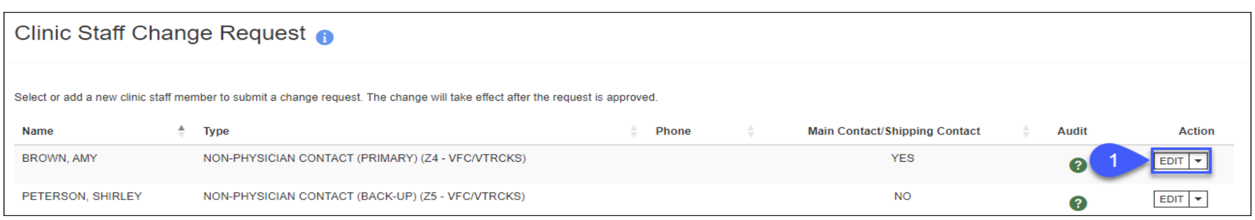


1. Click **View** to see the details for the selected contact → a view-only screen displays.
   NOTE: No changes can be requested until the current change is approved or denied.

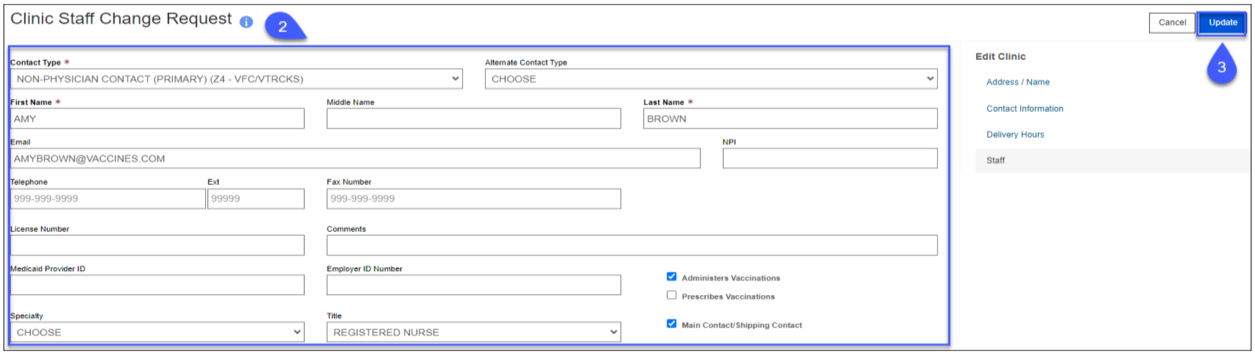


Edit Contact

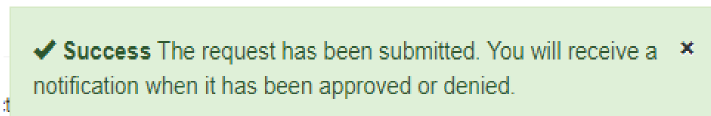
A clinic user can edit a contact's record. The changes take effect after the request is approved by the program.



1. From the **Action** drop-down menu for the record you need to update, click **Edit.**

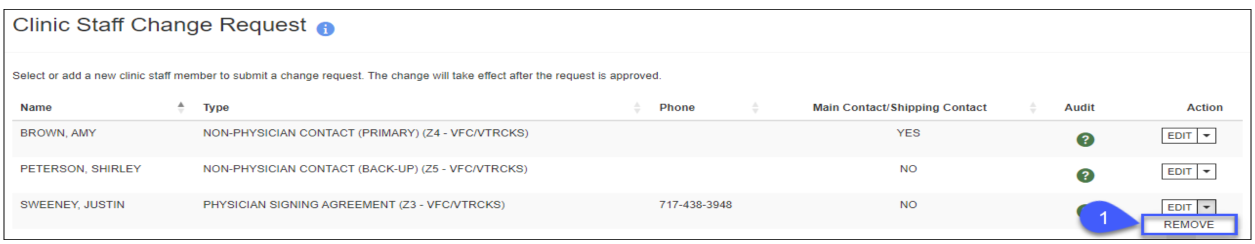


2. Make updates to the existing contact information.
   NOTE: Required fields must have an entry.
3. Click **Update** → the **Success message** displays.

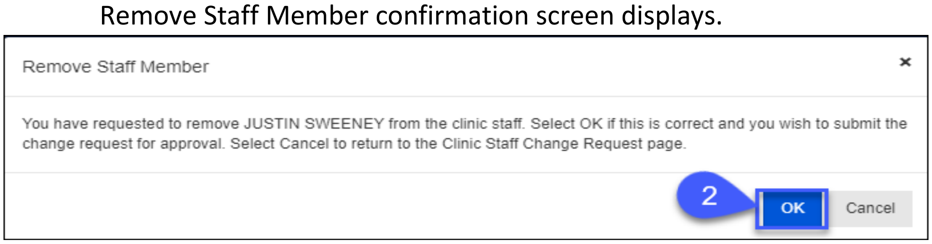


Remove Contact

A clinic user can remove a contact's record (if permissions allow). The removal takes effect after the request is approved by the program.



1. From the **Action** drop-down menu for the record you need to remove, click **Remove** → the Remove Staff Member confirmation screen displays.



2. Click **OK** → the user's record is set to **Pending** and awaiting program approval/rejection.