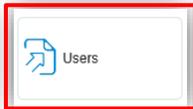


## Updating User Accounts: License Information

**Notes:**

- Medical license information can be updated at any time for data providers. License information for non-data providers (RN's) cannot be updated after the account has been created.
- Depending on the reason for updating the license information, certain steps should not be performed:
  - If the license number is being updated due to an error, complete **Steps #1 – #5** and **Steps #8 – #10**. In **Step #8**, make only the changes in the **Medical License** field and click the **Update** button.
  - If the license number is being updated due to an actual change in licensure, complete all steps.

**1** From the Home screen, click the **Users** fast link.



**2** Enter the Username or Last Name.

**Search for a User**

|          |           |        |
|----------|-----------|--------|
| Username | Last Name | Office |
|          | karev     |        |

Then click the **Search Current** button.

**Search Current**

**3** Click the **user name** link in the **User Name** field in the search results to display the User Summary.

| User Name ↑               | Name        | Office Name         | Start Date | End Date |
|---------------------------|-------------|---------------------|------------|----------|
| <a href="#">alexkarev</a> | Karev, Alex | Harrisburg Hospital | 01/01/1900 |          |

**4** Click the **Update Licenses** link on the User Summary.

**User Summary**

|  |   |   |  |
|--|---|---|--|
| <p>User Id: 10540<br/>                 User Name: alexkarev<br/>                 Password Expiration: 11/29/2018<br/>                 Start Date: 01/01/1900<br/>                 End Date:<br/>                 Logon Attempts: 0</p> <p><a href="#">Update Login Information</a></p> | <p>Name: Alex Karev<br/>                 Title: MD<br/>                 User Address:<br/>                 100 Front Street<br/>                 Harrisburg, Pennsylvania 17110<br/>                 User Mailing Address:<br/>                 100 Front Street<br/>                 Harrisburg, Pennsylvania 17110</p> <p><a href="#">Update User</a></p> | <p>Work Number:<br/>                 - Ext<br/>                 Cell Number:<br/>                 -<br/>                 Home Number:<br/>                 - Ext<br/>                 Fax Number: - Ext<br/>                 E-mail:<br/>                 Akaver@hospital.com<br/>                 Preferred Contact:</p> <p><a href="#">Update Contact Information</a></p> | <p>Medical License:<br/>                 MT101463<br/>                 NPI Number:<br/>                 Funeral Director License:</p> <p><a href="#">Update Licenses</a></p> |
|--|---|---|--|

**5** Click the **Edit** link for the current license history.

**License History**

| Current                             | License Number | Type           | Start Date           | Expiration Date | End Date | Actions              |
|-------------------------------------|----------------|----------------|----------------------|-----------------|----------|----------------------|
| <input checked="" type="checkbox"/> | MT101463       | License Number | 1/1/1900 12:00:00 AM |                 |          | <a href="#">Edit</a> |

6

Before changing anything, the current record must be end dated.

Enter yesterday's date in the **End Date** field and click the **Update** button.

Medical License:  **Update**

Start Date:  End Date:  Expiration Date:  **Clear**

**Cancel**

7

The change was saved and the record displays with an end date. Now the license information can be edited.

Click the **Edit** link for the same record to update this information.

| License History                     |                |                |                      |                 |                        |             |  |
|-------------------------------------|----------------|----------------|----------------------|-----------------|------------------------|-------------|--|
| Current                             | License Number | Type           | Start Date           | Expiration Date | End Date               | Actions     |  |
| <input checked="" type="checkbox"/> | MT101463       | License Number | 1/1/1900 12:00:00 AM |                 | 10/29/2017 11:59:59 PM | <b>Edit</b> |  |
| Total Records : 1                   |                |                |                      |                 |                        |             |  |

8

Make changes to the license number in the **Medical License** field. Enter today's date in the **Start Date** field and **delete the date** in the **End Date** field. Click the **Update** button.

Medical License:  **Update**

Start Date:  End Date:  Expiration Date:  **Clear**

**Cancel**

9

The updated information now displays as a separate record with a checkmark in the **Current** box.

| License History                     |                |                |                        |                 |                        |             |  |
|-------------------------------------|----------------|----------------|------------------------|-----------------|------------------------|-------------|--|
| Current                             | License Number | Type           | Start Date             | Expiration Date | End Date               | Actions     |  |
| <input type="checkbox"/>            | MT101463       | License Number | 1/1/1900 12:00:00 AM   |                 | 10/29/2017 11:59:59 PM | <b>Edit</b> |  |
| <input checked="" type="checkbox"/> | MD122015       | License Number | 10/30/2017 12:00:00 AM |                 |                        | <b>Edit</b> |  |
| Total Records : 2                   |                |                |                        |                 |                        |             |  |

10

When finished, click the **Return to Detail Page** button.

**Return to Detail Page**