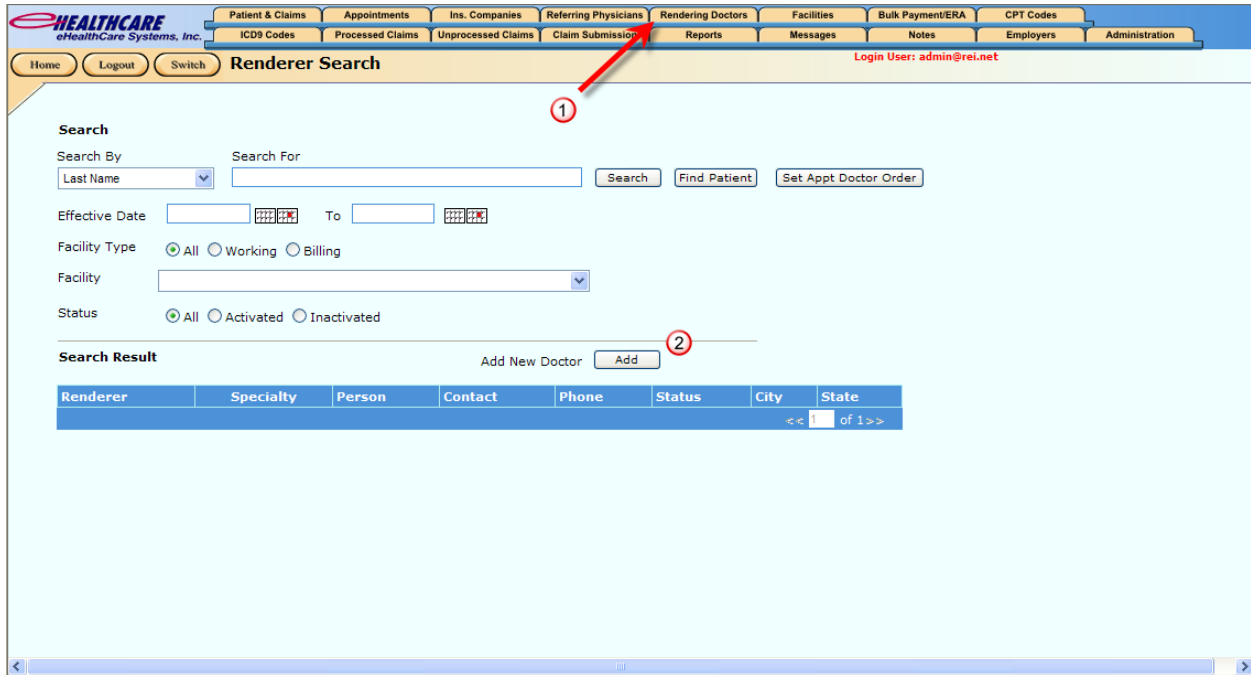


Figure 1 Select the Rendering Doctors Program to Start



1. Click Rendering Doctors System Tab
2. From the Rendering Provider Search page, click Add button

Figure 2 Complete the Provider Demographics Data Entry Page (1 of 2)

The screenshot shows the 'Rendering Doctors' data entry page in the eHCS system. The page has a navigation bar at the top with tabs for Patient & Claims, Appointments, Ins. Companies, Referring Physicians, Rendering Doctors, Facilities, Bulk Payment/ERA, CPT Codes, ICD9 Codes, Processed Claims, Unprocessed Claims, Claim Submission, Reports, Messages, Notes, Employers, and Administration. The 'Rendering Doctors' tab is active. Below the navigation bar, there are buttons for Home, Logout, and Switch. The main content area is titled 'Rendering Doctors' and contains a 'Scheduling and Billing Information' button, which is circled in red. The form below contains the following fields and options:

- Last Name:** ALVAREZ-DILLARD
- First Name:** TARQUINA
- MI:** [Empty]
- Profession:**  Not Human,  Medical,  Dental
- Title:** NP
- Specialty:** FAMILY PLANNING
- Effective Date:** [Empty]
- Termination Date:** [Empty]
- Category:** [Empty]
- FTE:** [Empty]
- Attorney:** [Empty]
- Home Phone:** (310) 222-3723
- Work Phone:** (310) 222-3723
- Cell Phone:** (310) 222-3723
- Other Phone:** (310) 222-1983
- Fax:** (310) 222-3727
- Contact:** TINA MORALES
- Email Address:** ehcs@ehcs.com
- Social Security Number:** 000-00-0000
- Deactivate:**
- Comments:** [Empty]
- License Number:** 010873
- Is a Sign Off Doctor?:**  yes,  no
- Require a Sign Off Doctor?:**  yes,  no,  sometimes
- UPIN Number:** U
- Newid:** N
- Default Sign Off Doctor:** NELSON, ANITA
- Tax ID:** 956000927
- DEA #:** [Empty]
- Billing Info:**  Bill as Group,  Bill as Individual
- Group Number:** HAP40376F
- NPI:** 1134292006
- Medicaid #:** HAP40376F
- Medicare:** M
- Champus #:** C
- Blue Cross:** B
- Blue Shield:** B
- Railroad:** R
- DMERC Region D:** [Empty]
- City:** [Empty]
- State:** [Empty]
- Zip Code:** [Empty]
- Dental Only Info:** License # [Empty], Delta ID # [Empty], Medical Provider # [Empty]

At the bottom of the form, there are buttons for Save, Cancel, Delete, Find Patient, and Log.

1. Enter all the provider demographic information needed
2. Click Save when ready
3. Once the page refreshes, click the Scheduling and Billing Information Page button

Figure 3 Complete the Provider Scheduling and Billing Data Page (2 of 2)

**Start Here!**

Place of Service: In Office (1)

Name of Facility: WOMEN'S HEALTH CARE CLINIC

Are appointments scheduled at this facility?  yes  no

Is this location a billing facility?  Yes  No (2)

**Appointment Scheduling Data**

Assign Provider to a Department: [Dropdown]  Is Face-to-Face with Patients

**Booking Timeslots:** Max bookings Per slot: 1 (3) (Enter Zero for Unlimited)

**Work Day:** Default start time: [Field] (4) Default end time: [Field]

**Break / Lunch:** Default start time: [Field] Default end time: [Field]

**Physical Address**

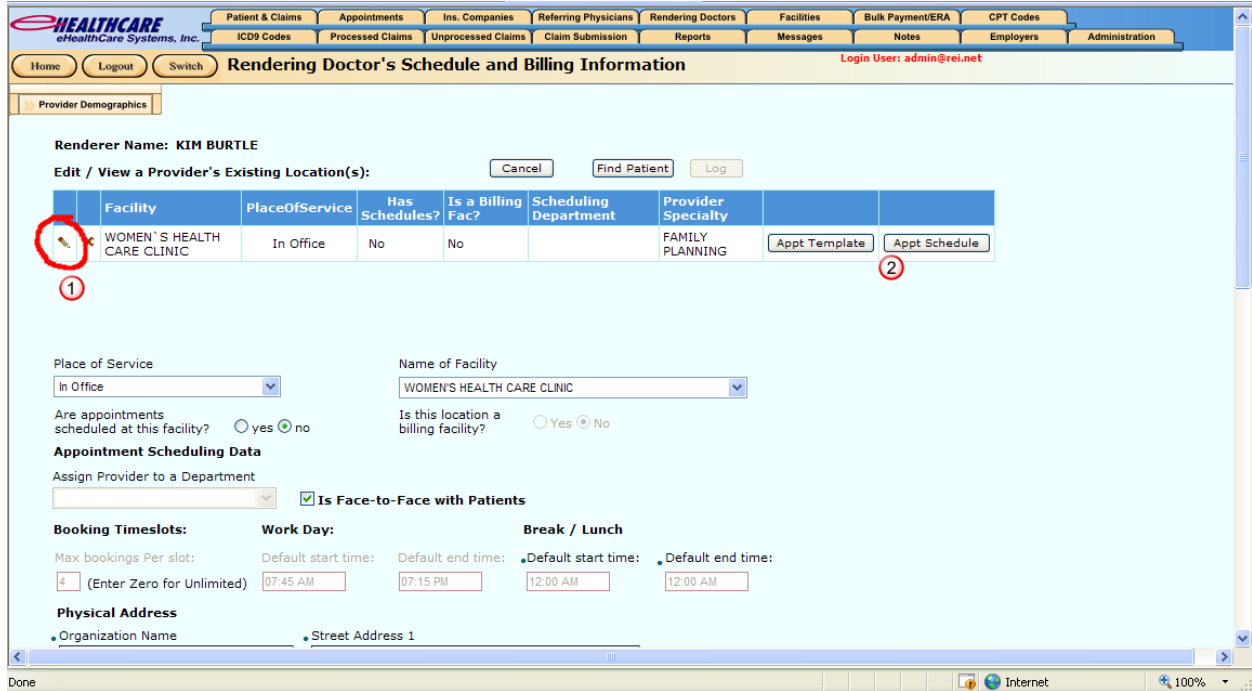
Organization Name: [Field] Street Address 1: [Field] (5) Complete the this page.

Street Address 2: [Field] City: [Field] State: [Dropdown] Zip Code: [Field] (6) Click Add to List button (at the bottom of this page) when you have completed your data entry.

**Billing Data:**

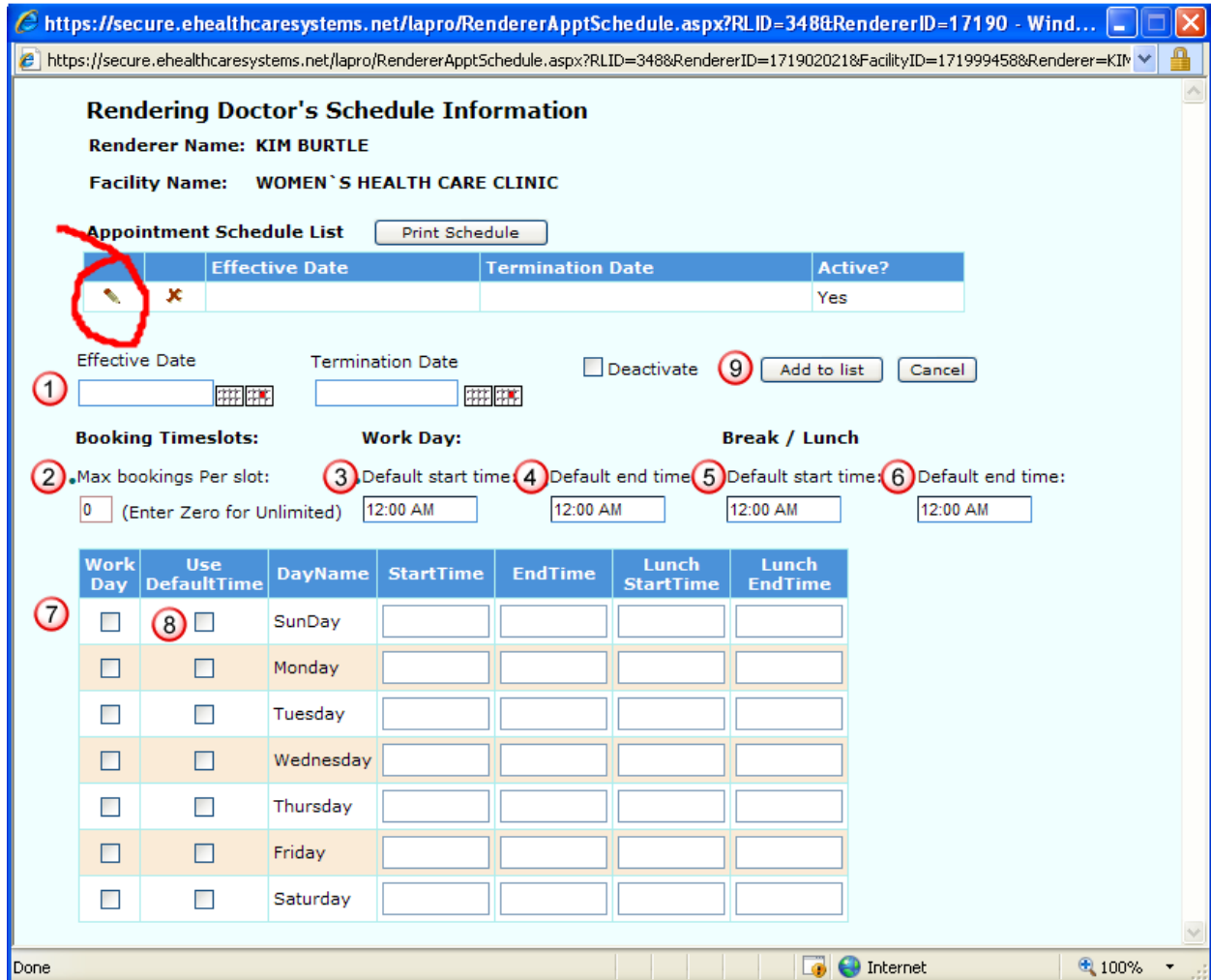
1. Follow the numbered items shown on the image above
2. When you have completed your data entry, click Add to list button

Figure 4 Select a Facility to Set Up an Appointment Book Profile



1. When this page refreshes, click the pencil next to your service facility from the *Edit / View a Provider's Existing Location(s)* list
2. Click the Appt Schedule button as shown on the image above

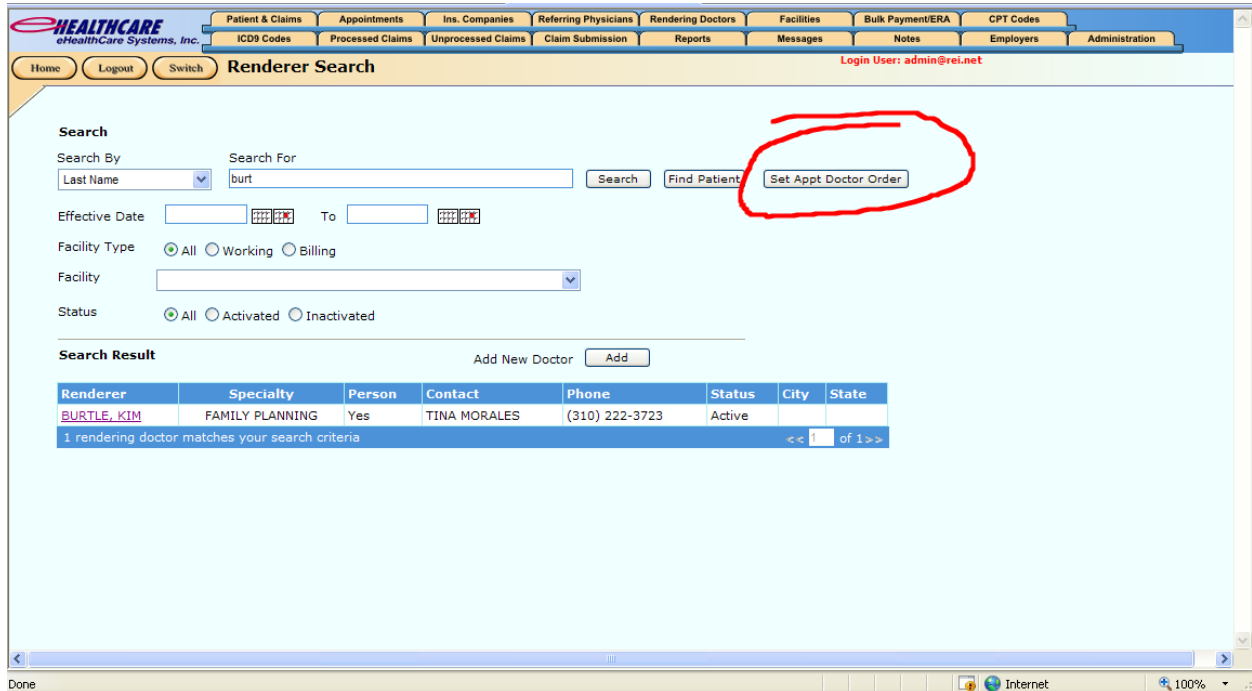
Figure 5 Set Up Appointment Schedules from the Appointment Book Profile Window



**Note:** If you are editing an existing schedule, click the pencil next the Effective date you want to edit

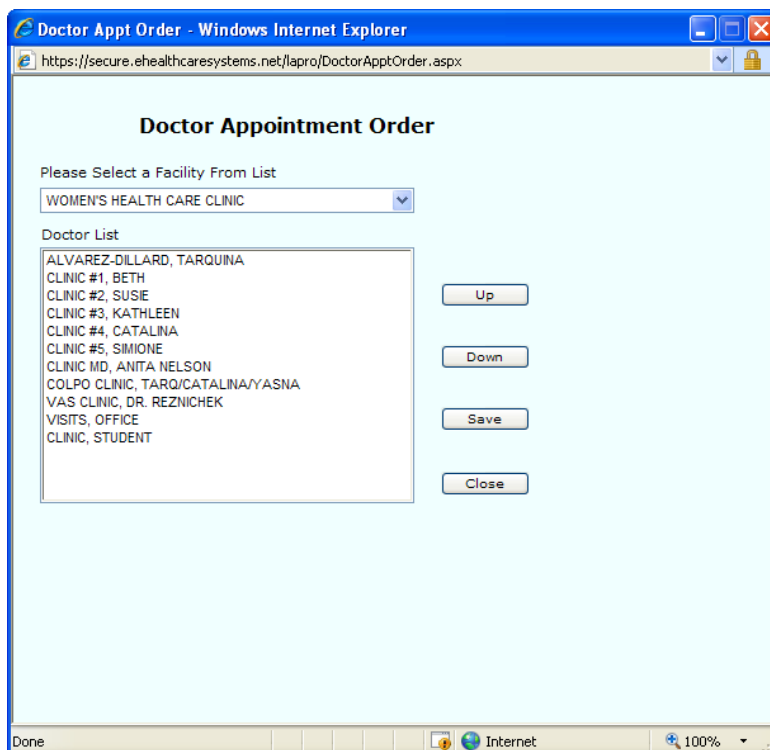
1. If you are setting up a new appointment book, there will be no items shown in the Appointment Schedule List, so go directly to Effective Date and begin there
  - a. If your appointment scheduler requires monthly changes, it is best to enter an effective and termination date so that users do not schedule into a new month where the provider schedules will differ
2. Follow steps one though 9
3. Click Add to List when you are finished
4. If you are setting up multiple schedules with different effective and termination dates, always begin at *Effective Date*

Figure 6 Select Set Appt Doctor Order button



1. Once you have set up your providers' schedules, click Rendering Doctors system tab
2. From this Renderer Search page, click the *Set Appt Doctor Order* button

Figure 7 Set Doctor Apt Order Window



- 1) Select the facility you will work with.

**Bill – in your case, select the second Women's Health Care Clinic item**

- 2) Highlight (click) the name of the doctor you want to move
- 3) Click the up or down button
- 4) When you are satisfied with your arrangement, click Save button
- 5) Click Close button when ready