

## Assigning Responsible Providers

The Responsible Provider is the practice doctor that the patient normally sees. This provider should be assigned when the patient record is first created or when the patient first sees his/her provider.


If the patient sees another provider, because of an emergency, you can change the provider in the Patient Address View or on the Charge / POS Payment window. Refer to the Changing Responsible Providers on Open and Closed Invoices.


### Assigning a Responsible Provider

1. Browse for patient and make active
2. Click on the Browse button next to the Responsible Provider
3. Double click on the Responsible Provider listed in the Workflow Manager
  - a. There is no need to click Save. ODPro will automatically save changes to the Responsible Provider
4. Click Close

#### Notes:

Remember to activate the Available Appointments schedule after assigning a responsible provider.

Click on the browse button (located next to the responsible provider field) , to see the top line of the ActionManager change from Available Appointments to Available Providers.

The Scheduler Module displays the available appointments and the providers' schedules. To activate this module, you must click on the Schedule button  on the icon toolbar.