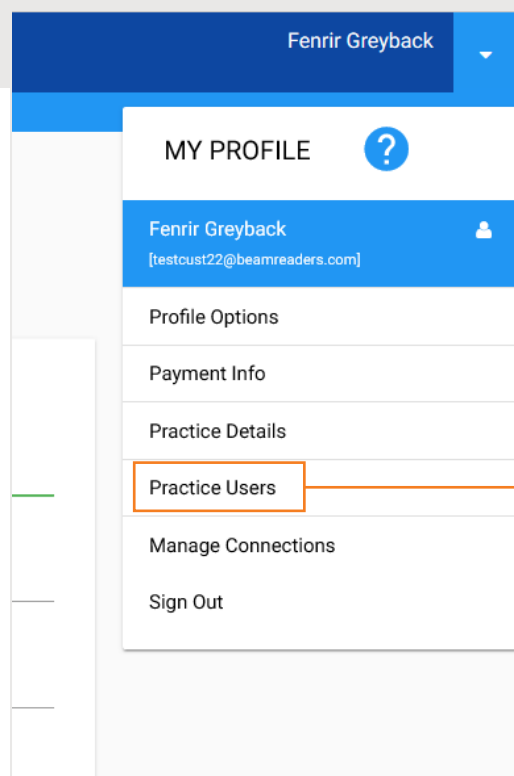


Add Doctors and Staff to Your BeamReaders Account

- In the upper right of your BeamReaders Dashboard, click the down arrow next to your name.
- A drop-down list appears, and click **'Practice Users.'**



Additional Doctors, Practice and Accounting Staff.

In your BeamReaders profile, it is common to enter individuals in your practice who we will interact with on a regular basis. This way for secure notifications on cases, billing questions, or if we have questions about your practice profile, we know who to reach out to in each situation.

Practice Doctors- Can see all cases within your practice, submit new cases and receive notifications from BeamReaders.

Referring Doctors- Can see only cases they are the referring doctor for. Also receive notifications from BeamReaders for these cases.

Your Practice Staff- Can see all cases with your practice, submit new cases and receive notifications from BeamReaders.

Accounting Users- Our contact regarding any invoice or billing questions.

It is very efficient for you to have additional users added to your account so that we communicate correctly with the right person! Each type of user is added in a similar manner. We have illustrated here how to add a Doctor.

Add a Doctor to Your Practice

Doctors in your Practice + i

Doctors who are part of your Practice can see all cases within the Practice and submit new cases on the Practice's behalf

Name	Email	Status	Action
Fenrir Greyback (Practice Admin)	testcust22@beamreaders.com	Active	
Sirius Black	testcust26@beamreaders.com	Active	ACTIONS

- Click the “+” next to ‘Doctors in your Practice.’

Enter Doctors Information

Add doctors to practice

Gives the ability to see all cases in the practice regardless of referring doctor

Title

Dr.

First Name *

Savernus

Last Name *

Snape

Enter doctor's email address

ssnape@beamreaders.com



Note : After adding doctor in practice if he/she is already registered doctor with BeamReaders then he/she will be shown in card immediately otherwise after registration, that doctor will be shown in card.

CANCEL

ADD DOCTOR TO THIS PRACTICE

- In the new box that appears (see below) titled 'Add doctors to practice, enter the doctors title, first and last name, and email address.
- When you are finished, click the green 'ADD DOCTOR TO THIS PRACTICE' text in the lower right.

Review

Doctors in your Practice +



Doctors who are part of your Practice can see all cases within the Practice and submit new cases on the Practice's behalf

Search

Name	Email	Status	Action
Fenrir Greyback (Practice Admin)	testcust22@beamreaders.com	Active	
Savernus Snape	ssnape@beamreaders.com	Pending	ACTIONS
Sirius Black	testcust26@beamreaders.com	Active	ACTIONS

- They are now added as a doctor in your practice! Note that it states their status as 'Pending.' This doctor has been sent an email asking them to create their own unique password to access your practice account and cases. Once they complete registration, their status will change to 'Active' and they will have access.

- Continue this process to add additional Doctors, Referring Doctors, Practice Staff and Accounting Users.