Adding or Editing Doctors - Hospital

Adding Doctors or Surgeons to FYDO can be easily done by a user that has the required access level.

- 1. Navigate to **Settings**
- 2. Select **Doctors**

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- 3. Use the ${\bf Search}$ field to find a specific doctor
- 4. To **Edit** a doctor already entered, simply **double click** on their line
- 5. To Add a new doctor select Add Doctor

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6. For **multi-location** databases, you will be required to select the **Location** that the doctor is to be added to.

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7. Minimum details required to add a doctor are First Name, Surname and Speciality.

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8. Add in as much information as you would like. *Provider numbers can be required for data extract and claiming purposes.*

9. Doctors assigned the **Speciality** of **Anaesthetics** will be displayed in the **Anaesthetist** field throughout FYDO and won't be admitting doctors.

10. All other Specialties (*including customised ones, added by the facility*) will be included in the **Doctor/Surgeon** dropdowns in FYDO.

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FYDO gives the option to view all the doctors expiry dates for **AHPRA**, **Insurance** and **Credentailing**. These dates can by displayed by selecting **View > Dates**. These dates are colour coded to allow easy identification if they are expiring soon:

- Black Date > Not due to expire for over 3 months

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Users are able to export the Doctors List to Excel or PDF if required.