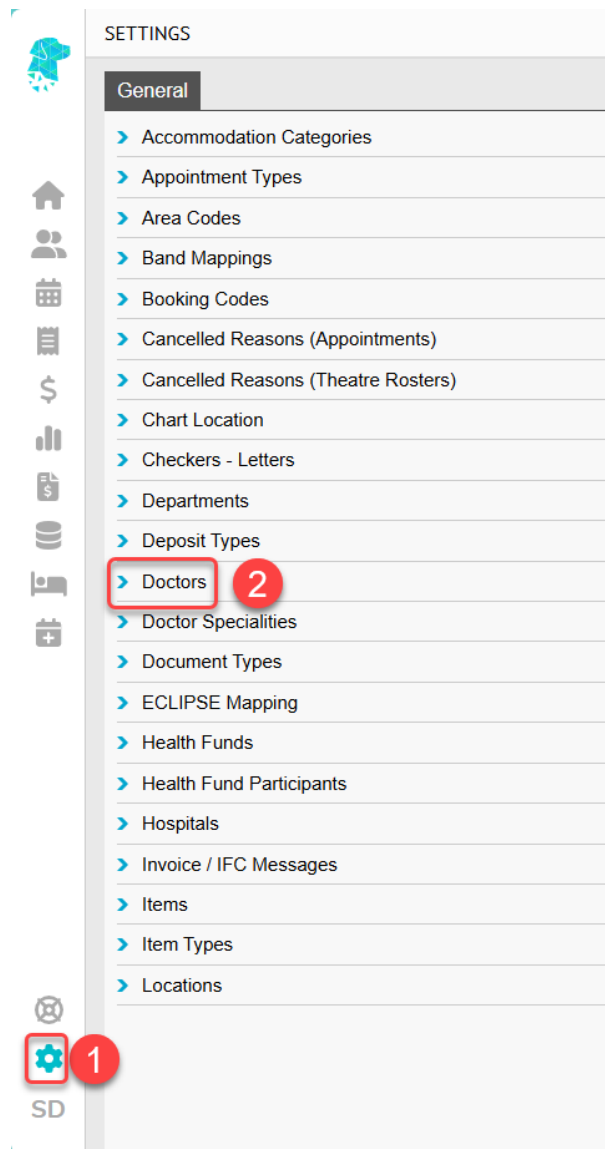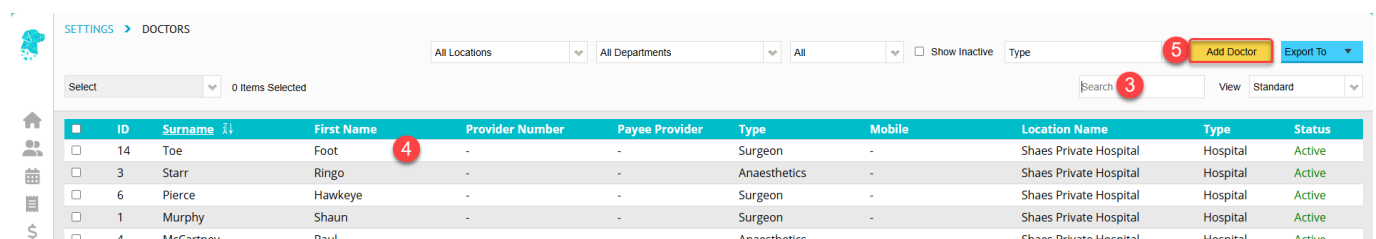# Adding or Editing Doctors – Hospital

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

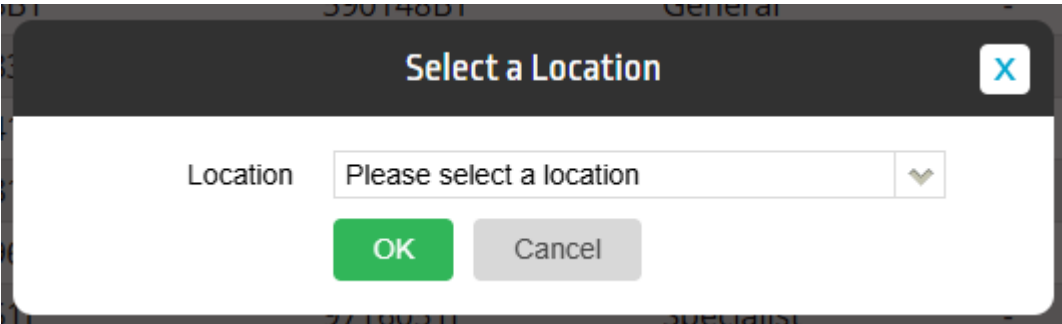1. Navigate to **Settings**
2. Select **Doctors**

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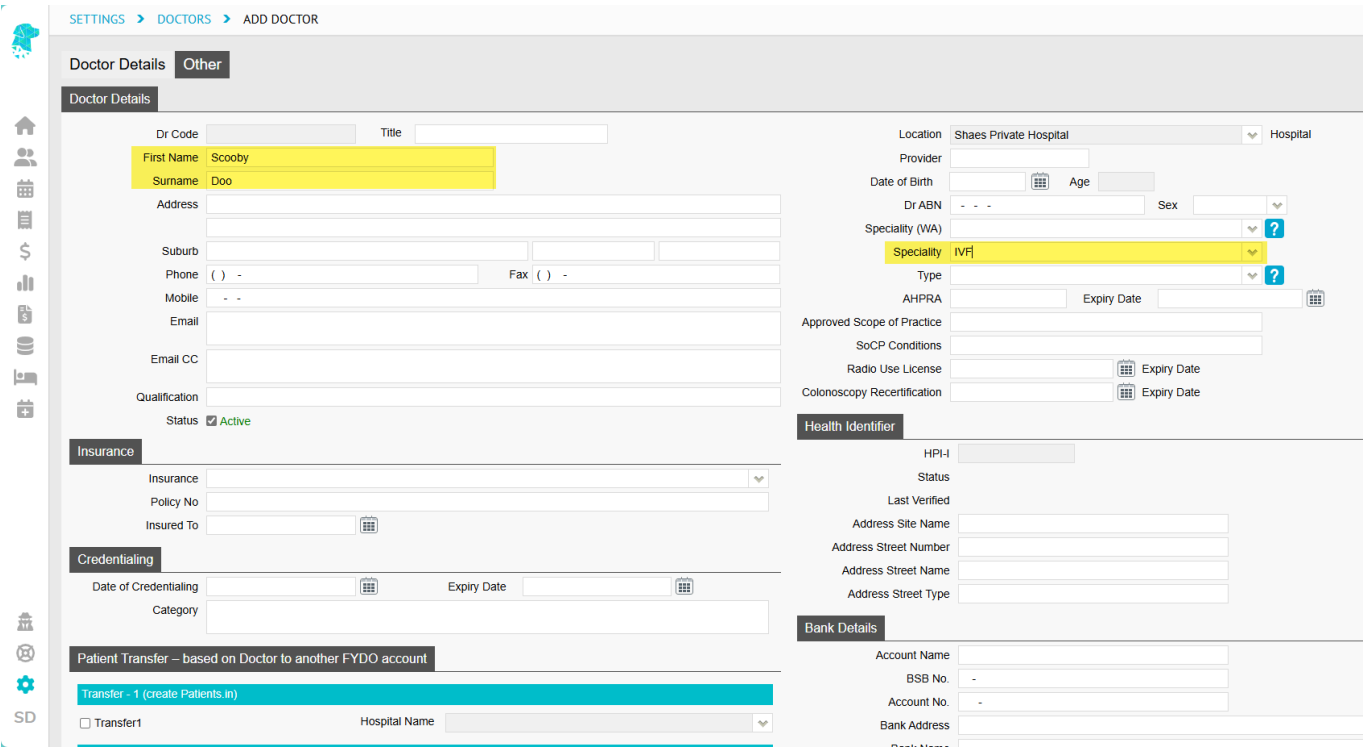5. To **Add** a new doctor select **Add Doctor**

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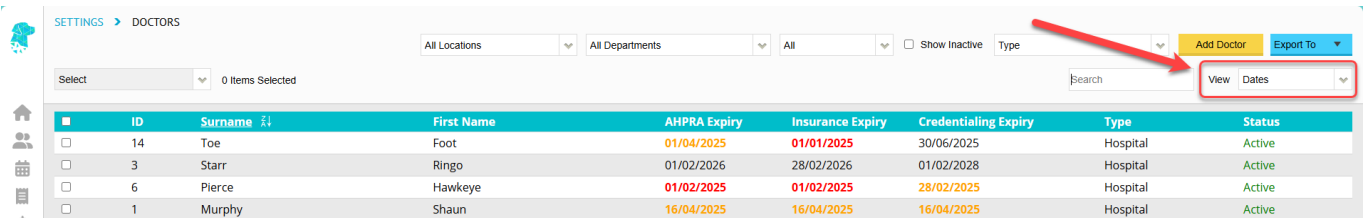
added to.

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

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.

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:

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

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