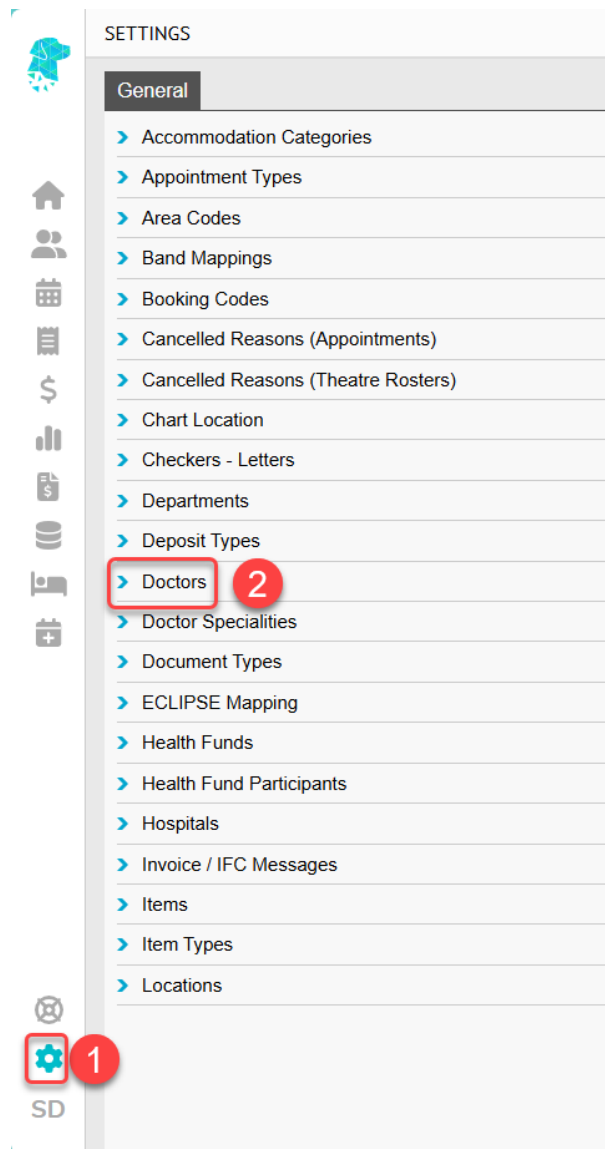


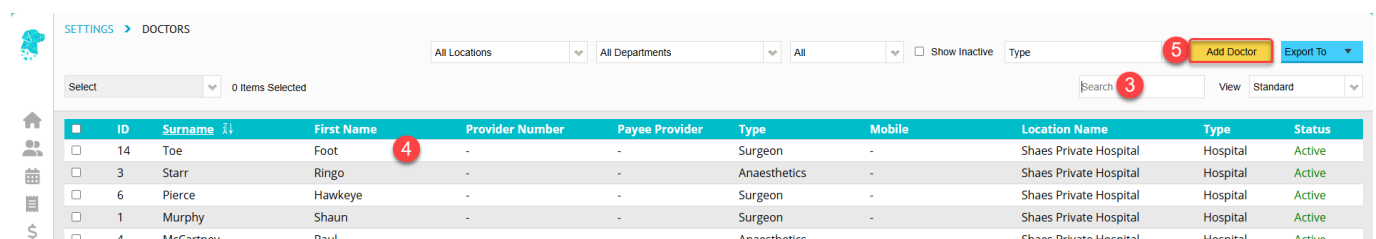
# Adding or Editing Doctors - Hospital

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**

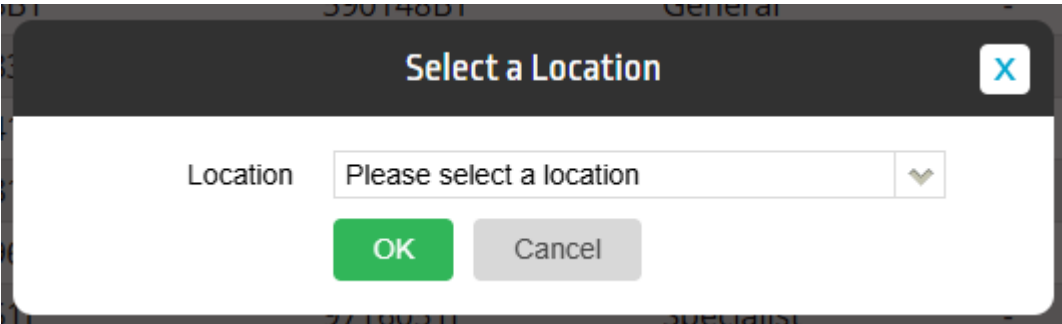


3. Use the **Search** field to find a specific doctor
4. To **Edit** a doctor already entered, simply **double click** on their line
5. To **Add** a new doctor select **Add Doctor**

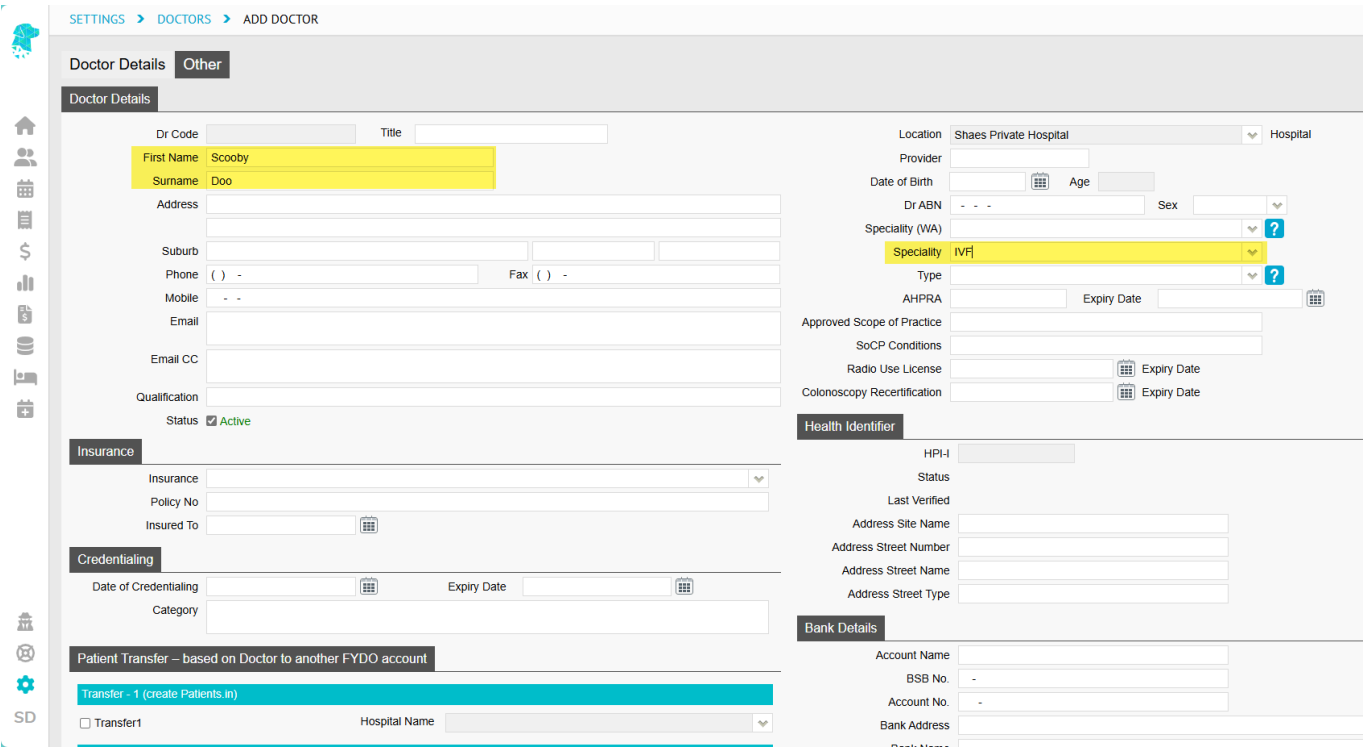


6. For **multi-location** databases, you will be required to select the **Location** that the doctor is to be

added to.



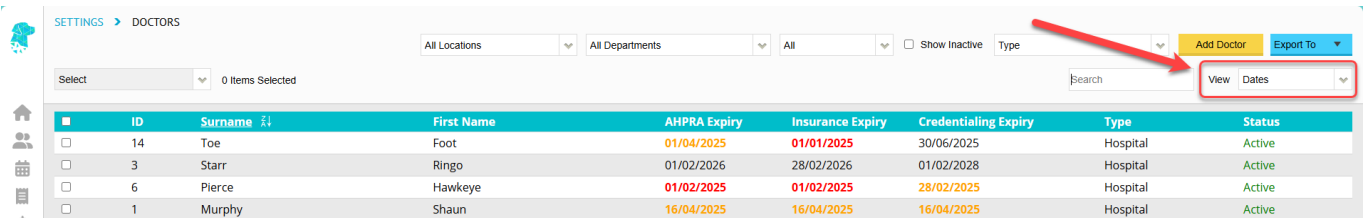
7. Minimum details required to add a doctor are **First Name**, **Surname** and **Speciality**.



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.



ID	Surname	First Name	AHPRA Expiry	Insurance Expiry	Credentiaing Expiry	Type	Status
14	Toe	Foot	01/04/2025	01/01/2025	30/06/2025	Hospital	Active
3	Starr	Ringo	01/02/2026	28/02/2026	01/02/2028	Hospital	Active
6	Pierce	Hawkeye	01/02/2025	01/02/2025	28/02/2025	Hospital	Active
1	Murphy	Shaun	16/04/2025	16/04/2025	16/04/2025	Hospital	Active

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

- [Redacted]
- [Redacted]

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

SETTINGS > DOCTORS

All Locations

All Departments

All

☐ Show Inactive

Type

Add Doctor

Export To

Select

0 Items Selected

Search

View

Dates

	ID	Surname	First Name	AHPRA Expiry	Insurance Expiry	Credentialing Expiry	Type	Status
<input type="checkbox"/>	14	Toe	Foot	01/04/2025	01/01/2025	30/06/2025	Hospital	Active
<input type="checkbox"/>	3	Starr	Ringo	01/02/2026	28/02/2026	01/02/2028	Hospital	Active
<input type="checkbox"/>	6	Pierce	Hawkeye	01/02/2025	01/02/2025	28/02/2025	Hospital	Active
<input type="checkbox"/>	1	Murphy	Shaun	16/04/2025	16/04/2025	16/04/2025	Hospital	Active

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