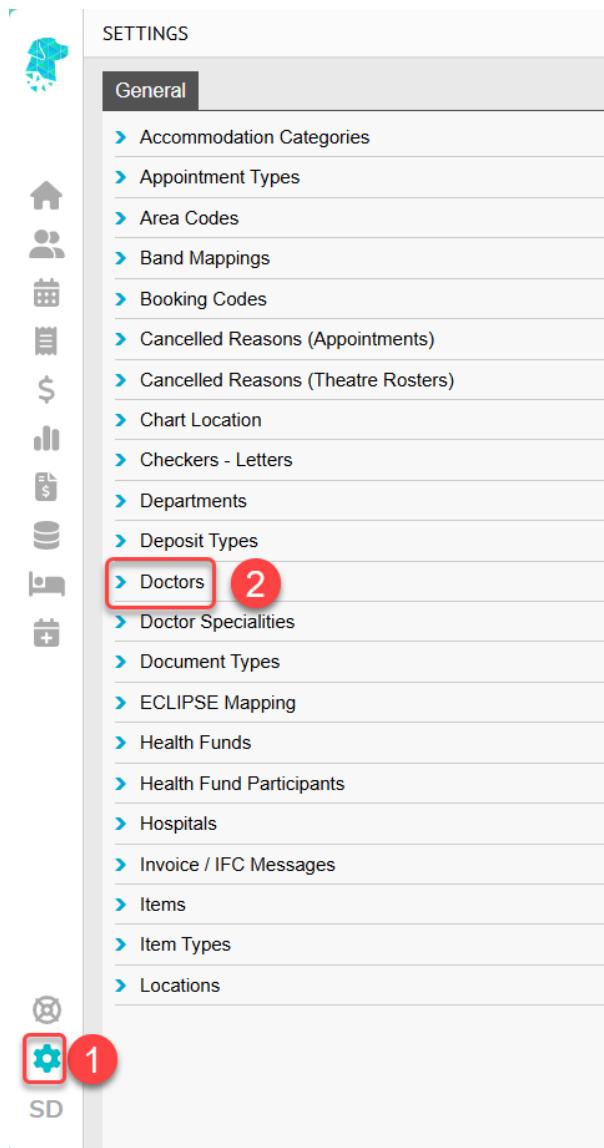


Adding or Editing Doctors - Hospital

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**

The screenshot shows the 'DOCTORS' list screen. The top navigation bar includes 'SETTINGS > DOCTORS', a search bar with a red circle 3, and buttons for 'Add Doctor' (red circle 5) and 'Export To'. The main area is a table with columns: ID, Surname, First Name, Provider Number, Payee Provider, Type, Mobile, Location Name, Type, and Status. A red circle 4 is placed on the 'Black' row. The table shows four rows of data.

| ID | Surname | First Name | Provider Number | Payee Provider | Type | Mobile | Location Name | Type | Status |
|----|---------|------------|-----------------|----------------|--------------|--------|-------------------------|----------|--------|
| 17 | Black | Jack | - | - | Surgeon | - | Shae's Private Hospital | Hospital | Active |
| 10 | Brown | Emmett | 0 | - | Anaesthetics | - | Shae's Private Hospital | Hospital | Active |
| 13 | Celos | Monica | 0 | - | Anaesthetics | - | Shae's Private Hospital | Hospital | Active |
| 9 | Connors | Curtis | 0 | - | IVF | - | Shae's Private Hospital | Hospital | Active |

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

Select a Location

X

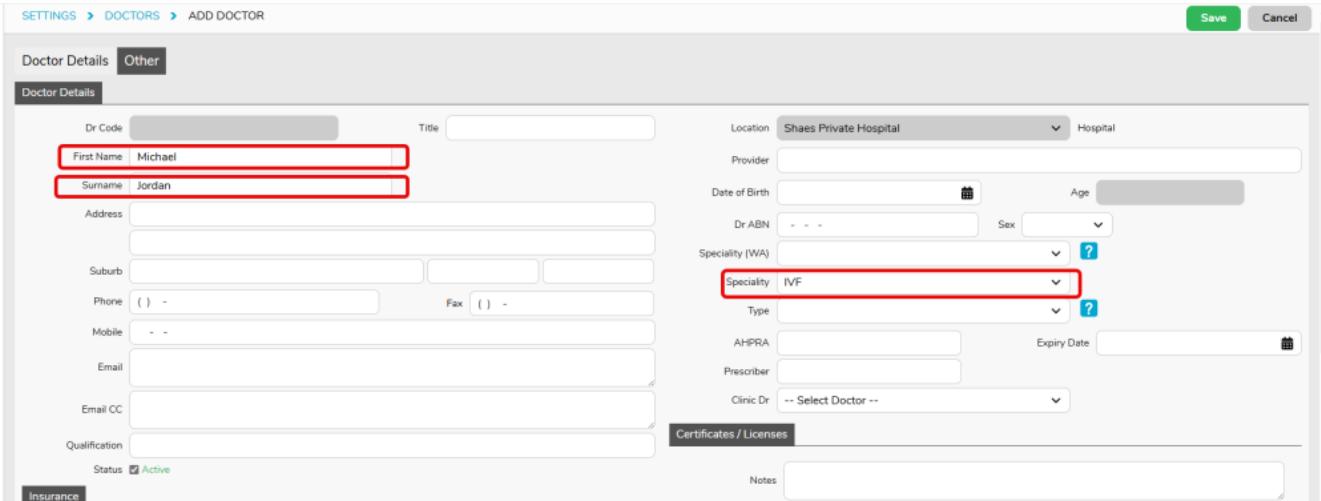
Location

Please select a location

OK

Cancel

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

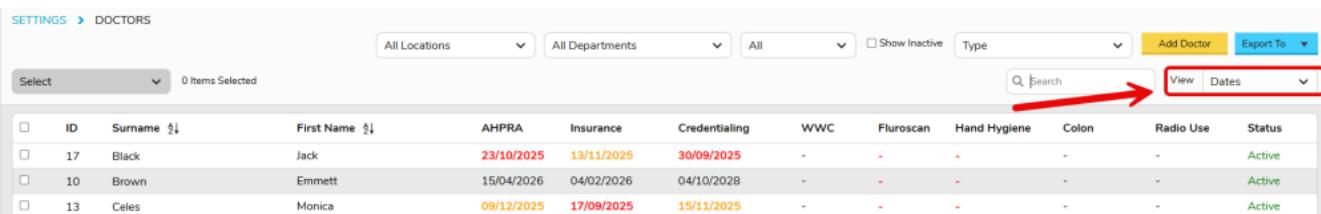


The screenshot shows the 'ADD DOCTOR' form. The 'Doctor Details' tab is selected. The 'First Name' and 'Surname' fields are highlighted with red boxes. The 'Speciality' field is also highlighted with a red box. Other fields like 'Address', 'Suburb', 'Phone', 'Mobile', 'Email', 'Email CC', 'Qualification', 'Status' (Active), and 'Insurance' are present but not highlighted.

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.

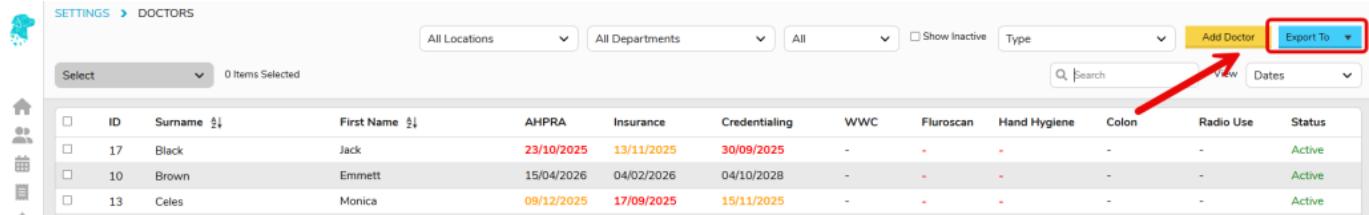


| ID | Surname | First Name | AHPRA | Insurance | Credentialing | WWC | Fluroscan | Hand Hygiene | Colon | Radio Use | Status |
|----|---------|------------|------------|------------|---------------|-----|-----------|--------------|-------|-----------|--------|
| 17 | Black | Jack | 23/10/2025 | 13/11/2025 | 30/09/2025 | - | - | - | - | - | Active |
| 10 | Brown | Emmett | 15/04/2026 | 04/02/2026 | 04/10/2028 | - | - | - | - | - | Active |
| 13 | Celes | Monica | 09/12/2025 | 17/09/2025 | 15/11/2025 | - | - | - | - | - | Active |

FYDO gives the option to view all the doctor's expiry dates for **AHPRA**, **Insurance** and **Credentialing**. 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

| <input type="checkbox"/> | ID | Surname | First Name | AHPRA | Insurance | Credentialing | WWC | Fluroscan | Hand Hygiene | Colon | Radio Use | Status |
|--------------------------|----|---------|------------|------------|------------|---------------|-----|-----------|--------------|-------|-----------|--------|
| <input type="checkbox"/> | 17 | Black | Jack | 23/10/2025 | 13/11/2025 | 30/09/2025 | - | - | - | - | - | Active |
| <input type="checkbox"/> | 10 | Brown | Emmett | 15/04/2026 | 04/02/2026 | 04/10/2028 | - | - | - | - | - | Active |
| <input type="checkbox"/> | 13 | Celes | Monica | 09/12/2025 | 17/09/2025 | 15/11/2025 | - | - | - | - | - | Active |

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