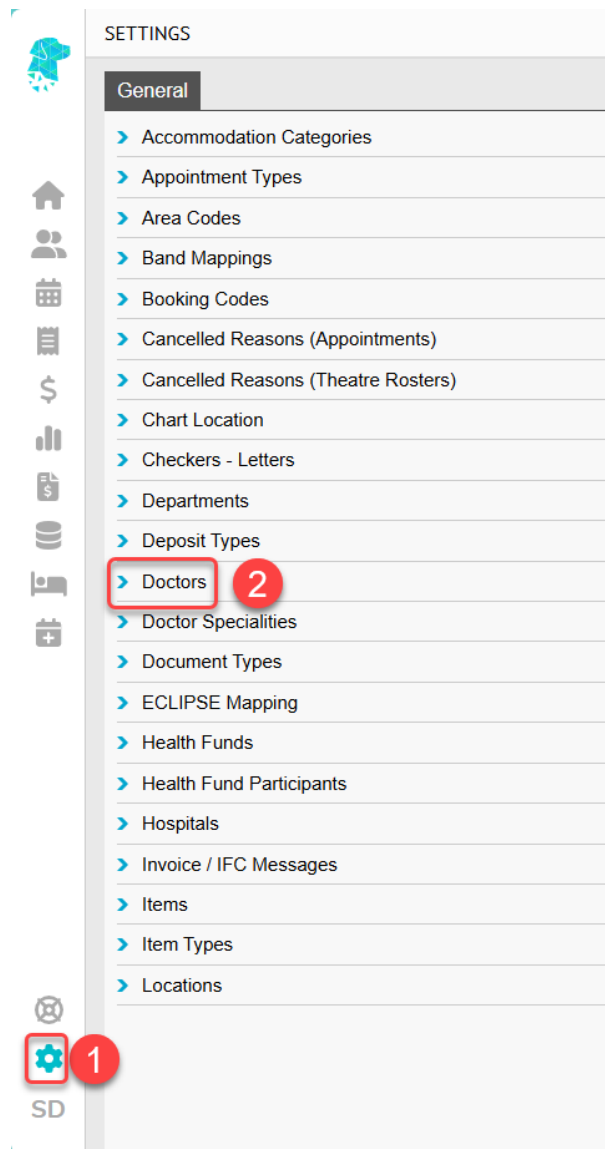


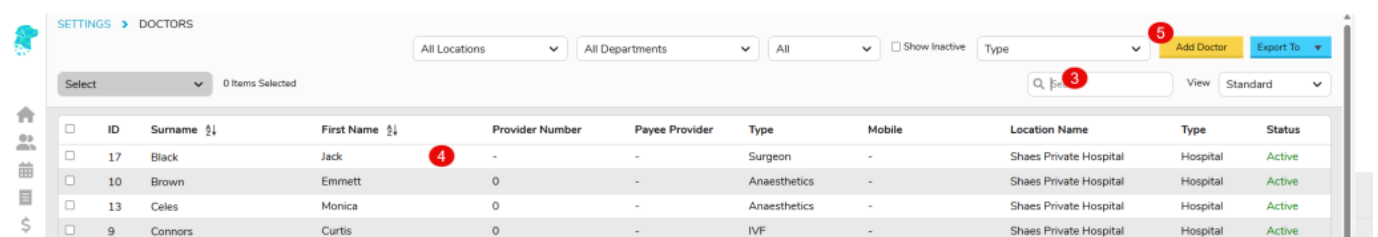
# Adding or Editing Doctors - Hospital

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.

Select a Location

×

Location

Please select a location

▼

OK

Cancel

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

SETTINGS > DOCTORS > ADD DOCTOR

Save Cancel

Doctor Details Other

Doctor Details

Dr Code

Title

Location Shaes Private Hospital

Hospital

Provider

Date of Birth

Age

Dr ABN

Sex

Speciality (WA)

Speciality IVF

Type

AHPRA

Expiry Date

Prescriber

Clinic Dr

Certificates / Licenses

Notes

Working With

First Name Michael

Surname Jordan

Address

Suburb

Phone

Fax

Mobile

Email

Email CC

Qualification

Status ☒ Active

Insurance

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.

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	Insurance	Credentialing	WWC	Fluorscan	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

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:

- 
- 
- **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.