Enable and Disable Provider Agent Assignments

Last Modified on 09/08/2022 6:48 am EDT

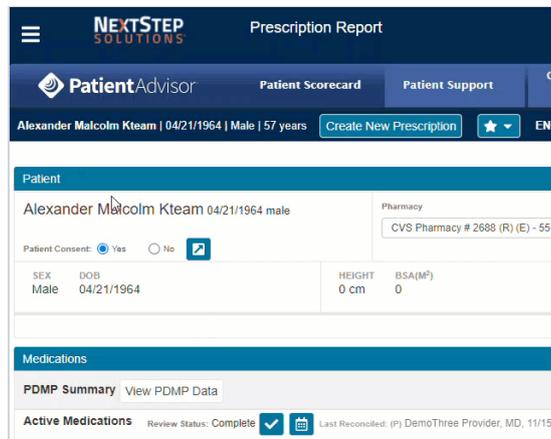> **Path: Main Menu > Treatment Planning Menu > Medication Plan > DrFirst button**

About

As an Administrator or Provider, you are able to manage Provider Agents for ePrescribing. A Provider Agent (or Proxy) is any individual who creates and transmits a prescription on behalf of a Provider (not including controlled substances). A user must be Active (A) to be displayed in the Manage Provider Agent Assignments. If you do not see your staff member or this is a new staff member joining your Agency, please contact NSS Support to add the user so that you can enable/disable them as a Provider Agent.

- Enable a Provider Agent
- Disable a Provider Agent

Enable a Provider Agent

1. Navigate to DrFirst by following the path above.
2. Click the **Menu** button in the upper left-hand corner.
3. Click **Utilities**.
4. Click **Manage Provider Agent Assignments**.

5. Select a Provider from the **User to Manage** drop-down. This will be the Provider that you want to set up the Provider Agent for.

> **Note**: If you are a Provider, your name will default here and you cannot select another user.

6. In the **Available Staff** field, search for a user or find their name in the list of staff.

Available Staff

Filter With Last Name or First Name

	Available Staff
‹ Authorize	Acstaff, NextStepDemoPractice, N
‹ Authorize	Clinical, Fourth

7. Click the **Authorize** button. The user is now displayed under the Authorized Agents list.
8. Select the checkbox to affirm you are an authorized representative with the authority to configure Provider Agents.

Authorized Agents

Filter With Last Name or First Name

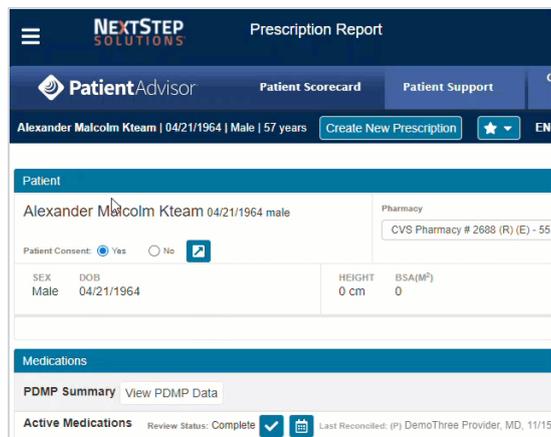| Authorized Agent	Username	
Aagent, NextStepDemoPractice, N	naagent1633	**Revoke ›**
Clinical, Second	sclinical3218	**Revoke ›**
Clinical, Third	tclinical4187	**Revoke ›**
➕ Clinical, Fourth	fclinical7057	**Revoke ›**
Clinical, Fifth	fclinical6107	**Revoke ›**

☐ I affirm that I am an authorized representative of this practice with authority to configure Provider Agents.

Approve Changes

9. Click the **Approve Changes** button.

Disable a Provider Agent

1. Navigate to DrFirst: **Main Menu > Treatment Planning Menu > Medication Plan > DrFirst button.**
2. Click the **Menu** button in the upper left-hand corner.
3. Click **Utilities**.
4. Click **Manage Provider Agent Assignments**.

5. Select a Provider from the **User to Manage** drop-down. This will be the provider that you want to revoke a Provider Agent's privileges for.

Note: If you are a Provider, your name will default here and you cannot select another user.

6. In the **Authorized Agents** field, search for a user or find their name in the list of staff.
7. Click the **Revoke** button. The user is now displayed under the Available Staff list.
8. Select the checkbox to affirm you are an authorized representative with the authority to configure Provider Agents.
9. Click the **Approve Changes** button.