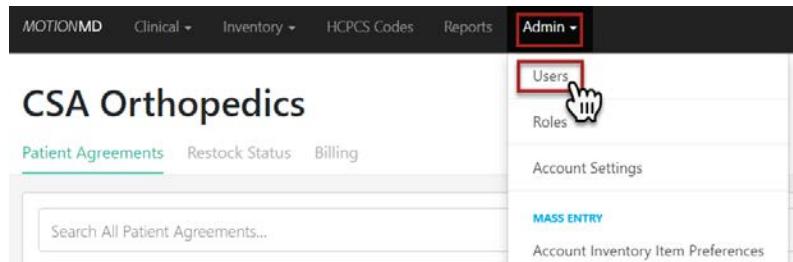


CREATE A NEW USER

An admin user can **Create A New User** at any time by following the steps outlined below.

On the main dashboard navigate to the **ADMIN** tab and select **USERS** from the dropdown menu.



MOTIONMD Clinical ▾ Inventory ▾ HCPCS Codes Reports Admin ▾

CSA Orthopedics

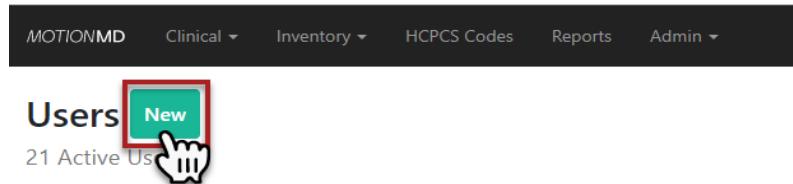
Patient Agreements Restock Status Billing

Search All Patient Agreements...

MASS ENTRY Account Inventory Item Preferences

Users Roles Account Settings

Click **NEW**.

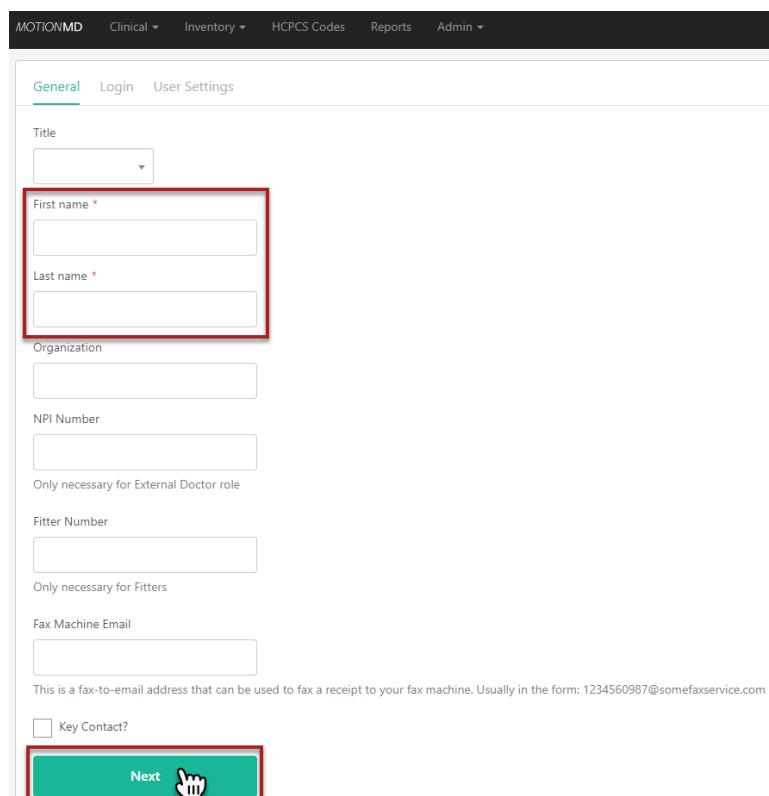


MOTIONMD Clinical ▾ Inventory ▾ HCPCS Codes Reports Admin ▾

Users New

21 Active Us

Under the **GENERAL** tab, enter user's first name, last name and Click **NEXT**.



MOTIONMD Clinical ▾ Inventory ▾ HCPCS Codes Reports Admin ▾

General Login User Settings

Title

First name *

Last name *

Organization

NPI Number

Only necessary for External Doctor role

Fitter Number

Only necessary for Fitters

Fax Machine Email

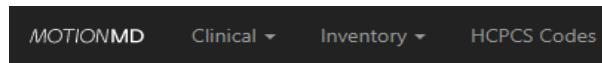
This is a fax-to-email address that can be used to fax a receipt to your fax machine. Usually in the form: 1234560987@somefaxservice.com

Key Contact?

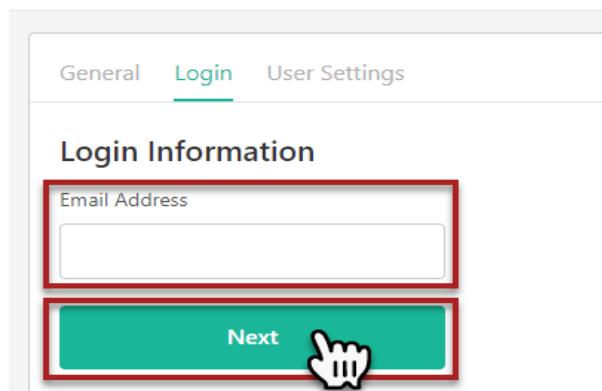
Next

CREATE A NEW USER

Under the **LOGIN** tab, enter user's e-mail address. This will be their MotionMD login. Click **NEXT**.



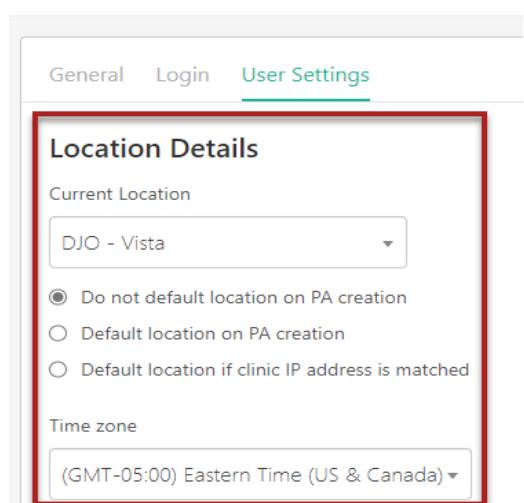
User New



Under the **USER SETTINGS** tab, set the user's location, PA creation default location (if needed), and time zone.



User New



CREATE A NEW USER

Select the user's roles and click **CREATE USER**. Once created, the user will receive a welcome email with instructions on how to activate their account. Reference the [MotionMD Roles Overview Guide](#) for additional information on role functionality.

Security Information

Roles

- Admin
- Billing
- Clinical Coordinator
- Clinical Specialist
- Collector
- Commercial Billing
- Customer Care
- External Clinical Specialist
- Intake
- Inventory Admin
- Inventory Counts
- Key Account Rep
- MotionIQ
- PA Creator (Do not add this role with any other role(s). PA Creator role is to be selected only for users with limited PA creation capabilities.)
- Procurement
- Protocol Creator
- Protocol Financial Reviewer
- PSR
- Sales Rep
- Scheduler
- VeriPro Collector

User type

System▼

Create User 

Cancel