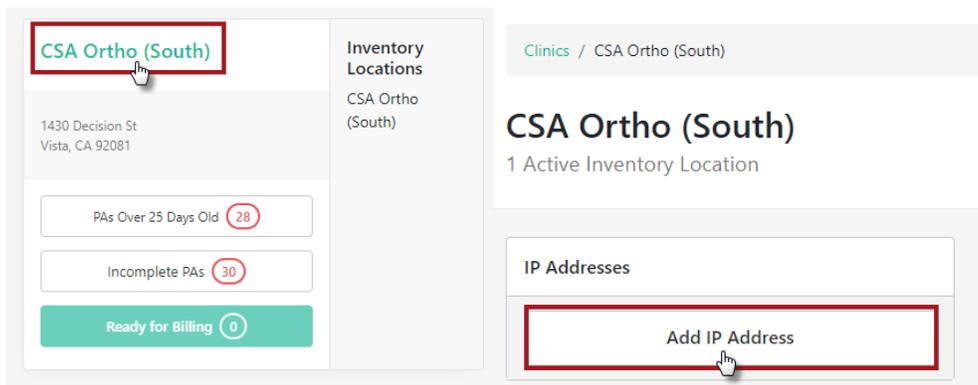


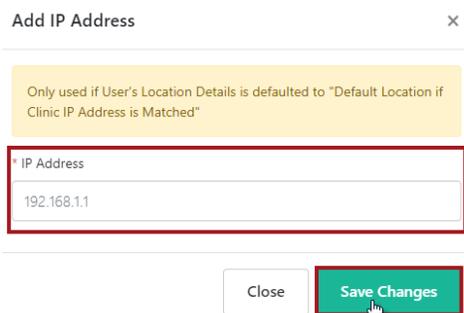
SETTING DEFAULT IP ADDRESS TO CLINIC AND USER PROFILES

An account Admin now has the option to default a location on a Patient Agreement (PA) Creation using the Clinic IP Address for users in their account.

Add IP Address to Clinic(s): Click on the Clinic Name and the **Add IP Address** button



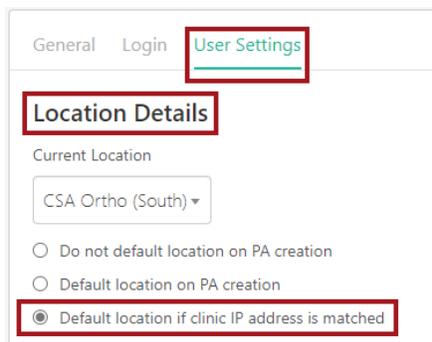
A pop-up box will appear to include the IP Address and Save Changes



If there are multiple clinics, repeat this step to add the unique IP Address to each clinic.

Link IP Address to User Profiles: In **User Settings** tab within the user's profile, select **Default location if clinic IP address is matched** and Save Changes.

PLEASE NOTE: The Current Location will NOT need to be selected.



SETTING DEFAULT IP ADDRESS TO CLINIC AND USER PROFILES

Once set, when creating a NEW Patient Agreement, a message will display indicating the PA is being created for the selected location along with the current IP address.

Set Clinic Location *

PA will be created for this location. *Your current IP: 123.123.234.234.*

FMC - Tampa x ▼