**Provider Setup Checklist**

Example Request:

Name: **Kianna Weissman**

Title: **Nurse Practitioner - Full-Time**

Designation: **APRN**

Center/Department: **036000 - Middleburg**

Manager: **Jennifer Husser**

Start date: **8/5/2024**

Rehire: **No**

Assigned Supervising Physician: **Nadeem Maalouli, MD**

License: **APRN11026833**

NPI:**1750084265**

DEA: **MW8897045**

Taxonomy: **363LF0000X**

NRCME: **6713729151**

1. Crop/Resize signature and save to:

* [\\ndcpsqlimage\nextgenroot\Prod\EMR\ProviderSignatures](file:///\\ndcpsqlimage\nextgenroot\Prod\EMR\ProviderSignatures)
* [\\ndcpsqlimage\nextgenroot\Prod\EMR\Documents\DocImages](file:///\\ndcpsqlimage\nextgenroot\Prod\EMR\Documents\DocImages)

1. Run first part of script
2. Sys Admin

* Add user
* Provider Sign-off Setup PAQ (check all & save)

1. File Maintenance

* Task Workgroup
* eRX enrollment (with Supervising if not MD/DO)

1. Run second part of script
2. Signature Blobulizer (copy provider ID)
3. EHR

* Copy preferences (Zyx, Zaylee)
* Doc Builder – Add signature to sol\_prov\_sig\_prod

1. EHR- log in as provider

* Configure/Confirm preferences
* A screenshot of a computer program

  AI-generated content may be incorrect.
* Configure Inbox

1. Resolve Ticket