

Adding Skills & Disciplines to Employee Profiles



Skills and disciplines added to the employee profile allow the system to align clinicians and patients appropriately when scheduling.

Employees> List> Action ellipsis beside employee name> Skills/Disciplines> Skills +New> Make selection in 'Pay Type' dropdown> Enter rate> Save

Add additional skills prior to saving or at any other time by clicking +New

Remove skills added in error or those no longer relevant to an employee by clicking the **red** trashcan.

If a needed skill is not available for selection, get with your team on Pay Rates entered into the system. Only skills entered through the **Payroll> Pay Rates** menu will populate as options in the dropdown.

Employees> List> Action ellipsis beside employee name> Skills/Disciplines> Disciplines> +New> Make selection in 'Discipline' dropdown> Enter licensing details> Save

Add additional disciplines prior to saving or at any other time by clicking +New

Disciplines are also tied to billing codes. There may be instances in which a payer requires that a visit is billed to the lower level authorization, and in those cases a placeholder discipline should be added to an employee's profile. Users may choose to leave the license number blank on subsequent licenses to prevent duplicate license numbers from pulling to visit documentation.