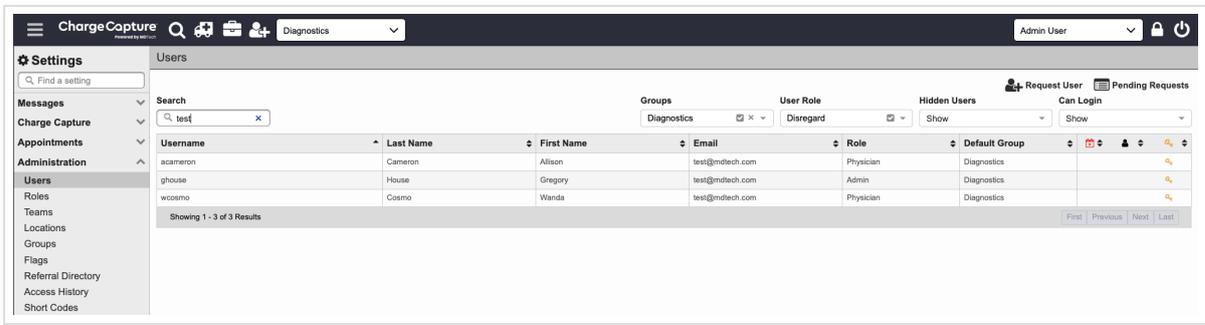


User Table

Last Modified on 03/29/2023 1:44 pm CDT

An Admin level user has access to this information in the Charge Capture by MDTech web portal. This is where you may access user information and edit user accounts.

1. Navigate to the menu, click “Administration” and then “Users” in the bar on the left side. This will take you to the users menu. Across the top, you can see the users first name, last name, username, email, role and default group. You can use the search at the top to find a specific user, or use the filters to view all users within certain groups, all users of a certain role, and all active or deactivated users.



Username	Last Name	First Name	Email	Role	Default Group	Can Login	Hidden
acameron	Cameron	Allison	test@mdtech.com	Physician	Diagnostics		
ghouse	House	Gregory	test@mdtech.com	Admin	Diagnostics		
wcosmo	Cosmo	Wanda	test@mdtech.com	Physician	Diagnostics		



Tip: The shadow icon on the right side denotes if the user is hidden, and the key icon shows if the user can log in. This gives you a quick reference to whether the user is active or not at a glance.

2. Search for and click on any user you would like to edit – this brings you to the user settings screen. From here you can reset a user’s password, activate/deactivate a user, update their name/username/email address, or update their group or location access. It is important to note that a Physician level user can only have access to one group, a biller or admin may have access to multiple groups.

User Settings User Detail Devices Permissions

User Status


Edit Photo

Login Status **Can Login?** **Hidden User?** **Manually Unavailable? No**

Has Logged In? Yes

User Detail

Username (without prefix) **First Name** **Last Name** **Email**

NPI (optional) **Phonetic First Name (optional)** **Phonetic Last Name (optional)** **Extension (optional)**

User Memberships

User Role **Default Group** **Active Group (Diagnostics)** **Active Location (3)**

 Messages 



Tip: In the upper right corner you'll see "Devices" and "Permissions" tabs. These give you access to update a user's phone number on their account or view the user's permissions, respectively.