

Team Messages

Last Modified on 05/10/2023 7:07 am CDT

An admin level user may have access to create Teams. These can either be group specific or available for all groups.

Creating a Team

- Log in to the Charge Capture by MDTech web portal and navigate in the menu to Administration > Teams.
- Click "Add Team", enter the name of the team you would like to create and click "Add New Team".

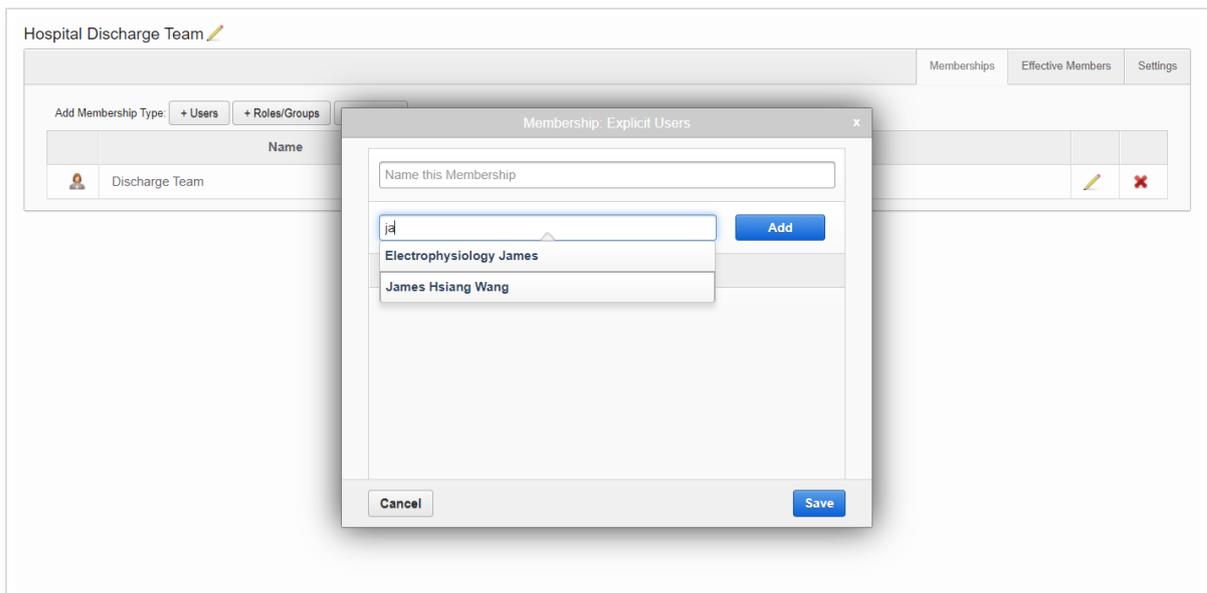
The screenshot displays the Charge Capture web portal interface. The top navigation bar includes the Charge Capture logo, a search icon, a user profile icon, and a dropdown menu for "Hospitalists". The user name "Keith Caldwell" is visible in the top right corner. The left sidebar contains a "Settings" menu with a search box and several categories: Messages, Charge Capture, Appointments, Administration (with sub-items Users, Roles, Teams, Locations, Groups, Flags, Referral Directory, Access History, Short Codes), and Billing. The main content area is titled "Team Management" and features a "+ Add Team" button. Below this is a table listing existing teams with columns for "Team Name", "Edit", and "Delete". The table contains the following entries:

Team Name	Edit	Delete
Group Share		
Hospital Discharge Team		
Hospitalist On Call		
Hospitalist Protocol Team		
Marketing		
STROKE PHYSICIAN ON CALL		
Source Shared Urgent		
System Shared Chat		

At the bottom of the table, it indicates "Showing 1 - 8 of 8 Results" and provides navigation buttons for "First", "Previous", "Next", and "Last".

Adding Members to a Team

- In the Add Membership Type options, click "+ Users". Enter a member's name in the search box, select their name, and click the "Add" button.



Setting Group/Roles options

By default, a newly created Team is available for groups and all roles types. If you intend to restrict the use of the Team to specific groups or user roles:

- In the Add Membership Type options, click "+ Roles/Groups". From the dropdown options, select the desired groups and/or roles and click "Save".

