

Employer Portal Grouped Employer User

Users setup in Employer Portal as *Grouped Employer* users are affiliated to multiple employers and can be affiliated to one or more practices. *Grouped Employer* users can be set up as an *Admin* users or *Non-Admin* users and would inherit the corresponding administrative permissions, but across all affiliated practices and employers. All employers are associated to a practice, and employers can be associated to multiple practices.

The screenshot shows the 'User Details' form in the Employer Portal. The form is divided into several sections:

- User Information:** Fields for User Name (kflor), Email (kflor@practice.com), First Name (Kristina), Last Name (Flor), Phone, and Fax.
- Admin Status:** A radio button for 'Admin' with 'Yes' selected and 'No' unselected.
- Grouped Employer:** A checkbox labeled 'Is Grouped Employer:' which is checked.
- Special Permissions:** A list of permissions with checkboxes: 'View EPS Documents', 'View WC Documents', 'Review EPS Documents', and 'Review WC Documents', all of which are checked.
- Practice Selection:** A dropdown menu labeled 'Practice:' with an 'Add Practice' button. The dropdown is open, showing a table of practices:

Name
Test Best Practice
Test Test
- Employer Selection:** A dropdown menu labeled 'Employer:' with an 'Add Practice' button. The dropdown is open, showing a list of employers:
 - Test Best Practice
 - CHICAGO CO - 4040 CHICAGO AVE E
 - ROCKFORD CO - 150 S ROCKFORD ST.
 - Test Test
 - ROCKFORD CO - 150 S ROCKFORD ST.
- Active:** A checkbox labeled 'Active:' which is checked.

At the bottom of the form, there are three buttons: 'Save', 'Back to Search', and 'Reset Password'.

In addition, *Grouped Employer* users can set up and affiliate new *Grouped Employer* users to a practice (or practices) and an employer (or employers) in *Employer Portal*.

Grouped Employer users log in to *Employer Portal*, select a *practice*, and then a specific *employer* or *ALL employer* accounts. This allows *Grouped Employer* users to perform searches within selected *practice(s)* and one or more affiliated *employers*.

✓ Employer Portal

Select Practice

A screenshot of a web application interface. At the top, there is a header with a white checkmark icon and the text "Employer Portal". Below the header, the text "Select Practice" is enclosed in a red dashed rectangular box. The main content area shows a dropdown menu with a white background and a green border. On the left side of the dropdown, there is a small envelope icon. The dropdown is currently open, showing a search bar at the top with a magnifying glass icon on the right. Below the search bar, there is a list of four options: "All Urgent Care" (highlighted with a green background), "Choice Urgent Care", "QA Test Practice", and "Test Best Practice".

✓ Employer Portal

Select Employer

A screenshot of a web application interface. At the top, there is a header with a white checkmark icon and the text "Employer Portal". Below the header, the text "Select Employer" is enclosed in a red dashed rectangular box. The main content area shows a dropdown menu with a white background and a green border. On the left side of the dropdown, there is a small envelope icon. The dropdown is currently open, showing a search bar at the top with a vertical cursor on the left and a magnifying glass icon on the right. Below the search bar, there is a list of five options: "ALL", "123 COMPANY2", "1ST RATE ASPHALT", "48 FREIGHTWAY INC", and "4M SUPPLIES AND INSTALLATION".

When a *Grouped Employer* user selects *ALL*, the *Viewing All Employers* header displays at the top of *Employer Portal*. The user hovers the pointer over the *header* to activate a *tool tip* that displays all employers currently being viewed. *Grouped Employer* users have the ability to search visits, employers, or users across one or more employers without having to log out.



Grouped Employer users setup with access to multiple practices in *Employer Portal* can change the practice by selecting the *Change Practice* menu option, located on the left menu. *Change Practice* prompts the user to change both the practice and employer without logging out.

