

## Integrated Website Customization Synopsis

### ADMINISTRATION TAB > PRACTICE SETUP

**Edit Practice Info** – page where a practice can update their information which will reflect on the website’s homepage.

**Practice Logo** – the recommended image dimensions need to be followed for the logo to be successfully uploaded which will reflect on the following:

1. Practice Website
2. Emails sent to patients by the practice
3. Clinical Notes

**Edit Website Style** - allows the practice to edit the view or the layout of their practice website

Note: If a practice has an existing website, WRS recommends that their website be embedded in the system. Embeddable Version will have Patient Portal Access, About Our Office Section, and Practice Forms.

**Edit Privacy Policy** – allows the practice to view and edit policies for:

1. Privacy Policy Attestation
2. Assignment of Benefits & Release Authorization
3. Authorized Access

Note: Privacy Policy and Assignment of Benefits & Release Authorization need to be signed by patient before they can access and update personal health information on the Patient Portal.

**Affiliated Organization (optional)** – organizations that the practice is associated with, can be added on this page, and will reflect on the Website > Directions Tab.

**Edit Specialties** – page where the practice can add, or update associated specialties

**Educational Links** – educational materials that can be enabled by the practice to reflect on the Website > Education Tab, and/or received by patient through email. The links need to be associated with ICD or CPT codes.

**Patient Services** – page where the practice can update information regarding services that they offer which will reflect on the Website > Services Tab

**Edit Contact Info** – allows the practice to add or update contact information which is reflected in the website’s homepage

### ***WRS Implementation and Training***

**Edit Location Info** – page where practice location information can be added or updated. This will be reflected on the Website > Directions Tab.

Note: The ability to add or remove practice location is disabled for the practice, they need to send a request to WRS should changes need to be made.

**Primary Location** – refers to the main location, only one practice location can be designated as a Primary Location.

**Billing Location** – designated billing location will appear on the claim form and claims will be sent and processed under this location

**Edit Practice Instructions** – available instructional materials that can be forwarded to patients' email or be made available on the Website > Instructions Tab, once enabled. The links need to be associated with ICD or CPT codes.

**View Website** - a preview of the Practice's Website

**Practice Documents** – documents that need to be available for the patients to view or download which will reflect on the Website > Forms

**Multilingual Setup** - once enabled by the practice, the patient has an option to select preferred language on the website page

**Edit Consents** – page that allows the practice to add or edit patient consent forms

System Defaulted Consent Forms

1. Drug history consent – cannot be deactivated since this is integrated with an electronic prescribing program (Surescripts), requiring patients to sign off consent. Surescripts allows patients' previous prescription and pharmacy information to be forwarded to the system.

2. Immunization Consent – enabled for practice who performs immunizations

**Address Book** – this is not available on the website view however, practices can build their address book for them to easily fax or forward information, eliminating redundant manual entry.

## **ADMINISTRATION TAB > RESOURCE MANAGEMENT > RESORCE SETUP**

**Provider's Profile** – provider's information including photo can be updated under General Tab which will reflect on the Website > Providers Tab.