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How do I add a procedure?

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If you are the Novari ATC $^{\rm TM}$ administrator, follow these steps to add a procedure.

1) Navigate to the "Administrator" module from the main page of the application

- 2) Click on "Application Settings"
- 3) Click on "Metadata Management Tool"
- 4) Click on "Procedure"
- 5) Click on "Add Px"
- 6) Fill in the form for the new procedure

8) For clients with an external scheduling or case record system (PICIS, Meditech, etc), enter the procedure mnemonic for the appropriate scheduling or case record system in the Procedure Mapping section

• Please note: procedure mnemonic mappings values must be unique

9) Click "Submit" at the bottom of the page

For more information on managing users and groups, please refer to <u>Novari ATC Administrator, Security and</u> <u>Administrative Reports User Guide</u>.