



OneView V1 Guide

OneView[®]

**TIP GUIDE - UPDATING A TERMED
LOCATION JOB AID**

Tip Guide - Updating a Termed Location Job Aid

If the location will be kept as part of the Practice/Employer record:

1 Start Here

2 Click the Edit button next to the location you are wanting to work in.

3 Under the Staff Category, select "Termed".

4 Update/Note any other additional information as needed (Example: Switching Accepting New Patients from "Yes" to "No"). Click Save.

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If the location will be kept as part of the Practice/Employer record:

The screenshot shows a web form titled "Edit Practice/Employer for Yuri Zhivago MD" with a "Cancel" and "Save" button. The form includes the following fields:

- Current Practice/Employer Name ***: CT - 154 - Hamden (Hamden, CT - MED-154)
- Office Type ***: Other Practice
- Current Position Held**: (empty)
- Practice/Employer Type**: (empty)
- Start Date**: mm/dd/yyyy
- End Date**: mm/dd/yyyy
- Staff Category**: Termed
- List this Practice/Employer in:**: Practice & Work History (highlighted with a yellow box and callout 5)
- Accepting new patients?**: (empty)
- Patient Age Range**: (empty)
- Patient Type**: (empty)
- Patient Gender**: (empty)
- Case Load**: (empty)
- Reason For Leaving**: (empty text area, highlighted with a yellow box and callout A)
- Update payor status for - CT - 154 - Hamden (Hamden, CT)**: (checkbox, highlighted with a yellow box and callout B)
- Credentiaing Dates**:
 - Initial Cre**: mm/dd/yyyy
 - Credentiaing End Date**: mm/dd/yyyy
 - Reappointment Start Date**: mm/dd/yyyy
- Credentiaing Status - Modio Health QA Displ (San Francisco, CA)**: ...
- Notes**: (empty)

5 Under List this Practice/Employer in:, select "Practice & Work History" so that this location exists in both sections.

6 a. Optional: Enter Reason for Leaving.
b. Optional pt II: Check the Update Payor Status box and select the desired Payor Status. Click Save.

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If the location should be moved to be part of the historical records only:

1 Under List this Practice/Employer in: and select "Work History Only".

2 Enter any desired information such as End Date, Reason for Leaving, or Payor Status. Click Save.

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If the location is listed under Facility Affiliations:

Start Here

1

3

The End Date field will appear. Enter that information.

Update/Note any other additional information as needed. Click Save.

2

Under Currently Affiliated, select "No"

The screenshot shows a web application interface for editing a facility affiliation. On the left, a sidebar menu has 'Facility Affiliations' highlighted with a yellow box and a '1' callout. The main form, titled 'Edit Affiliation for Yuri Zhivago MD', contains the following fields and options:

- Facility Name:** Modio Health QA (San Francisco, CA - Client ID #)
- Start Date:** 09/10/2022
- End Date:** 09/30/2023 (highlighted with a yellow box and a '3' callout)
- Currently affiliated?:** No (highlighted with a yellow box and a '2' callout)
- Accepting new patients?:** Yes
- Telemedicine?:** Yes
- Takes calls?:** Yes
- In good standing?:** Yes
- Staff Category:** Active Office-Based
- Department/Specialty:** Modio Health QA Displ (San Francisco, CA)
- Approx. # of Annual Patient Encounters:** (empty field)
- Appointment Dates:**
 - Initial Appointment Date: 09/02/2022
 - Last Appointment Date: 08/31/2021
 - Appointment End Date: 09/17/2023
 - Reappointment Start Date: 08/31/2022
- Privileging Status:** QAPrivilegingStatus
- Contact Information:**
 - Contact Name: (empty field)
 - Contact Title: (empty dropdown)
 - Contact Email: (empty field)
 - Contact Phone #: (empty field)
 - Contact Fax #: (empty field)

Buttons for 'Cancel' and 'Save' are located at the top right of the form. A 'Chat' button is visible in the bottom right corner of the application window.

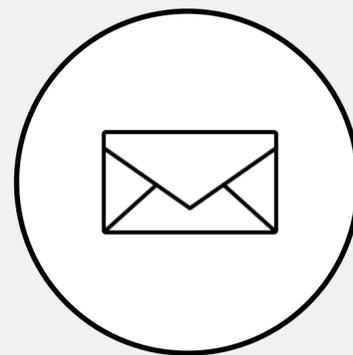
Follow along with this quick video for a demo of the Termed Location workflow:

[Loom How to Edit a Termed Location](#)

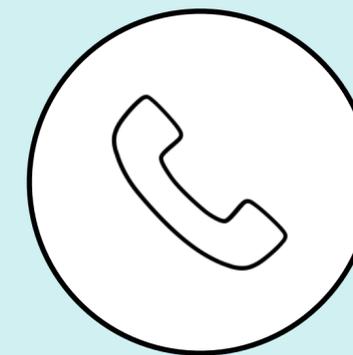
For additional questions or further training,
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