

# Subscription & Initial Setup

From the main page of Clinictools.org, enter your **User ID** along with your **Password** and click **Sign In**. When you get to the following page:

The screenshot shows a navigation bar with the following items: Manage Subscription, My Subscription, My Profile, Facility Management, and Sign Out. Below the navigation bar is the "Subscription List" section, which contains a table with the following data:

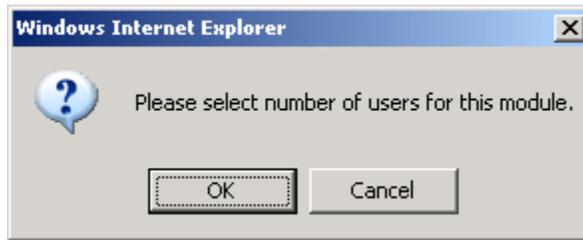
Subscription Name	Fee	Description	Subscribe
Medical Center - EMR	14.99	Patient Health Information	<a href="#">Subscribe</a>
Medical Center	14.99	For Internal Use Only - Do Not Select	<a href="#">Subscribe</a>

To the right of the table is a "My Added Item!" section with the following information:

- Subscription : No item
- No of Item : 0
- Fee : 0.00

Below this information is a PayPal logo with the text "CLICK HERE TO PAY" and a cursor icon pointing to the logo.

1. Click **Subscribe** directly across from the type of facility you picked during initial registration. When the following message appears, click **Ok**.



2. Pick the number of **Administrative Staff** you would like to grant access to. Do not forget to pick the number of **Clinical Staff** (Nurses, Physician Assistant, Medical Assistant, Psychotherapist, Psychologist, Psychiatrist, Social Workers, Nursing Assistant, Home Health Aide, etc.) who are going to use the program for patient treatment.

## Hint:

Let's assume you have one Intake staff, Scheduling staff, Receptionist, Medical Billing staff, Office Manager, the total number of Administrative Staff required in this case could be five (5) or six (6) if you have to include your Clinical Supervisor, if any. The Clinical Supervisor is likely to have dual role (admin and clinical)

If you are in Mental Health or Behavioral Health and you have a total number of twelve (12) Clinicians – Psychotherapists, Social Workers, Psychologists, and Psychiatrists, the total number of clinical staff to be picked should not be less than thirteen (13) – your twelve clinicians plus the Medical Director.

If you are contemplating on adding your Quality Control staff, be sure to include this in your decision, thereby pick appropriate number of administrative users.

3. Once you've picked your preferred number of users, click on the **PayPal** button to make payment. You do not have to register as a Paypal user to make payment. If you are not currently a Paypal registered user, click **Continue** next to the credit card logos.
4. Once payment is made, click the link that takes you back to **MedNet Healthcare Systems**. That should redirect you back to the following page on ClinicTools®.

**Congratulation! You have successfully subscribed to Mental Health Facility**

[Click here to start using ClinicTools EMR](#)

5. Follow the link to get to the module you subscribed to.
6. Click on **Facility Management**.
7. If this is your first time, the system should take you directly to the **Company Information** page.

**Company Information**

Facility/Practice/Agency Name : <input style="width: 90%;" type="text"/> Co. Abbreviation : <input style="width: 90%;" type="text"/> Street Address : <input style="width: 90%;" type="text"/> Suite : <input style="width: 90%;" type="text"/> City : <input style="width: 90%;" type="text"/> State : <input style="width: 90%;" type="text"/> Zip Code : <input style="width: 90%;" type="text"/> Phone Number : <input style="width: 90%;" type="text"/>	Are you a Licensed Facility?: <input type="radio"/> Yes <input type="radio"/> No If yes, Facility License # : <input style="width: 90%;" type="text"/> Medicare Provider # : <input style="width: 90%;" type="text"/> Medicaid Provider # : <input style="width: 90%;" type="text"/> Behavioral Health Provider # : <input style="width: 90%;" type="text"/> Federal Tax ID # : <input style="width: 90%;" type="text"/> National Provider Identifier (NPI): <input style="width: 90%;" type="text"/> Fax Number : <input style="width: 90%;" type="text"/>
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[Add Physicians!](#)

8. Make sure you have the information necessary and required to populate the company information. The following should be readily available:
  - a. Facility License Number
  - b. Employer Identification Number (EIN)
  - c. Facility Provider Number
  - d. National Practitioner Identification (NPI)
  - e. Medicare Provider Number
  - f. Medicaid Provider Number
  - g. Provider Number from HMOs
9. Enter all the information and click **Save**. If you have your Medical Director's information, now is the time to enter it.

10. Click **Add Physician** to enter all your current physicians beginning from your facility Medical Director.
11. The next screen is the **Company User** page (this can be done immediately or at your convenience).

### Company User

You can always come back to add more users until you've reached the maximum number of users you subscribed to.

12. Enter your **Clinicians** one by one. The **Designation** field could be "Physician" or "Psychotherapist" or "Psychologist" or "Physician Assistant."
13. Click the **radio button** next to Clinician and click **Save**
14. Do not forget to enter the **Administrative Staff** allowed to use the system. Designation could be "Receptionist" or "Intake Specialist" or "Quality Control" or "Scheduling Specialist" or "Office Manager" or "Clinical Director" or "Medical Record Specialist."
15. Click the **radio button** next Administrative Staff and click **Save**
16. Click the **Company User List** tab

Company Information	Company User	Company User List	Patient Information	Evaluation & Management	Wound Care	Progress Note	Medication Log	Appointment Scheduling	Patient Discharge
<b>Company Users</b>									
									<a href="#">Clinicians List</a>
Login Name	Password	User Name	User In Role	User Email	Mobile No.	Status			
amedical	amedical	Admin Medical	Administrative Staff	a@medical.com		Active	<a href="#">Edit</a>	<a href="#">Delete</a>	
cmedical	cmedical	Clinician Medical	Clinician	c@medical.com		Active	<a href="#">Edit</a>	<a href="#">Delete</a>	
jjc	jjc	Medical Medical	Clinician	mm@mednetservices.com	215-555-1212	Active	<a href="#">Edit</a>	<a href="#">Delete</a>	
archna	archn	archna chauhan	Clinician	archna.chauhan@hytechpro.com	__-__-__	Active	<a href="#">Edit</a>	<a href="#">Delete</a>	
Test	test123	Archna Chauhan	Administrative Staff	test@test.com	__-__-__	Active	<a href="#">Edit</a>	<a href="#">Delete</a>	

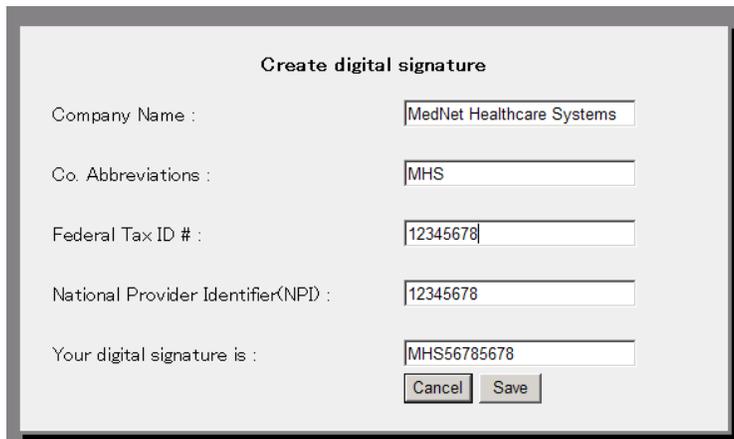
17. To activate users, click **Edit** under *Status*
18. Select **Active** from the dropdown list and click **Update**.
19. If you logged out and you want to log back into the website, enter your **Login ID** and **Password** and click **Sign In**. Once you are logged in, **always** click on **Facility Management**. Your login ID determines where you go and what you are allowed to do within the system.
20. At the following prompt:



Enter digital signature :

[Create New One!](#)  
[Forgot Digital Signature!](#)

21. Enter your **Digital Signature** to get in and start enjoying the beauty of ClinicTools® EMR.
22. If you do not have digital signature, click **Create New One**. Company Administrator should get the following screen (company users would get a similar screen):



**Create digital signature**

Company Name :

Co. Abbreviations :

Federal Tax ID # :

National Provider Identifier(NPI) :

Your digital signature is :

23. Write down your digital signature and click **Save**. However, every company user would be required to enter a unique 4 digits necessary to create digital signature.

**The complete user guide is available only to registered user(s). If you are a registered user, do not hesitate to call (215) 294-6790**