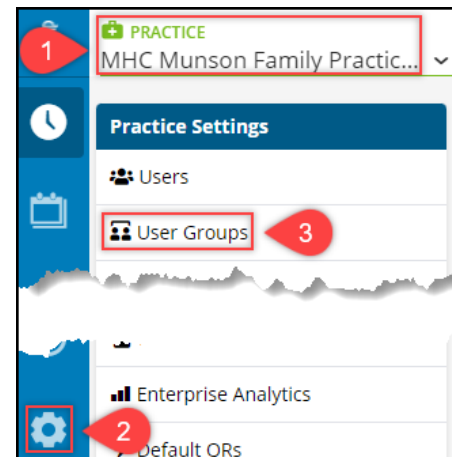


Creating User Groups

1. Select the correct Practice.
2. Open the **Settings** menu by clicking on the gear icon.
3. Select **User Groups** under the Practice Settings menu.
4. Select **Create a Practice Group** on the top right-hand side of the screen.



5. Add a **Name** and a **Description** for the group, then select **Next**.

The group name is important because it will be used to tag the group in internal mentions.

What would you like to name this group?

Name
Referral Staff

Description
Referral Staff for MHC Munson Family Practice

< Back Next >

6. Use the **Members** drop-down to select the staff and/or manager users that should receive the mention when the group is tagged.

Members

Camilia Jones x Cynthia Sandusky x

7. Click **Next** to review the details, then click **Save**.

Editing or Disabling User Groups

1. In **User Groups** under the Practice Settings menu (see above), select the user group to be modified.
2. Click on the vertical ellipsis to open the **Options** menu.
3. Select **Edit User Group** to edit the group details including membership or select **Disable User Group** to prevent the group from being mentioned in the patient channels.

User groups cannot be deleted, only disabled.

Name	Description	Members	Enabled?
Referral Staff	Referral Staff for MHC Munson Family Practice	Camilia Jones, Cynthia Sandusky	<input checked="" type="checkbox"/>

Options

- Edit User Group
- Disable User Group