Bulk Deactivation

User Support: HelpDesk@onecarevt.org or (802) 847-7220 Option 2

1. From the home page, hover over Care Navigator and click on Care Providers

   CARE NAVIGATOR  Care Providers

2. In the search bar, search your name

   Danielle Palmer

3. Double click (blue space) into your Care Provider record

   Search Results

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Care Provider Type</th>
<th>Primary Phone</th>
<th>Secondary Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danielle Palmer</td>
<td>Admin</td>
<td>802-847-1699</td>
<td></td>
</tr>
</tbody>
</table>

4. Click on the dropdown next to “Care Provider” and select Bulk Care Team Deactivate
5. Place a check mark in front of the patient’s record you want to remove yourself from

<table>
<thead>
<tr>
<th>✓</th>
<th>Care Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>FNAME115 LNAME115</td>
</tr>
<tr>
<td>✓</td>
<td>FNAME145 LNAME145</td>
</tr>
</tbody>
</table>

6. Click on Bulk Care Team Removal

Bulk Care Team Removal

7. In the popup box, enter a reason for removing yourself and click OK

mycarenav.com needs some information

Script Prompt:
Please enter a Reason for Removal:

Change in assignment

8. Click OK

Message from webpage

Bulk Deactivation queued! Please allow time for the job to complete if Care Team remains in grid.

9. After your deactivation is complete, click on the dropdown next to “Care Provider” and select Information. This will put you in the right view to continue your work