

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



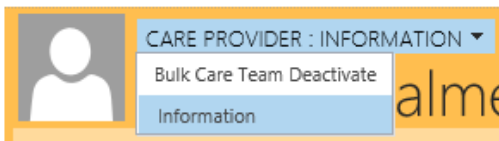
Danielle Palmer x

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

➔ Search Results ▾

✓ Full Name ↑	Care Provider Ty...	Primary Phone	Secondary Phone
Danielle Palmer	Admin		802-847-1699

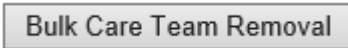
4. Click on the dropdown next to “Care Provider” and select Bulk Care Team Deactivate



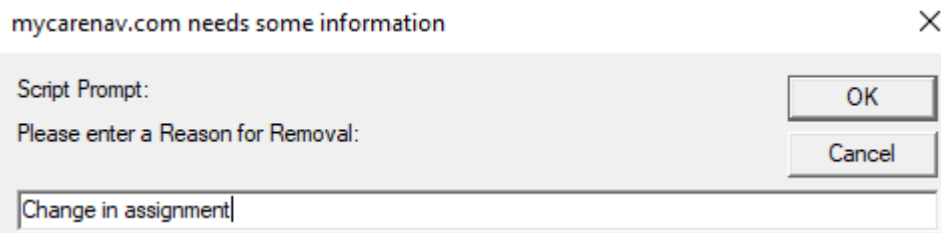
5. Place a check mark in front of the patient’s record you want to remove yourself from

<input checked="" type="checkbox"/>	Care Team
<input checked="" type="checkbox"/>	FNAME115 LNAME115
<input checked="" type="checkbox"/>	FNAME145 LNAME145

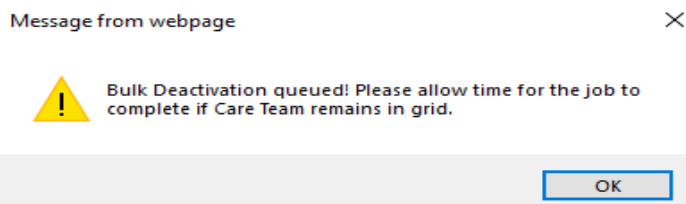
6. Click on Bulk Care Team Removal



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



8. Click OK



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

