CHR User Build Form Instructions

Please follow the steps below to complete the CHR User Build Form. If you have any questions, please reach out to your CliniSync Community Project Manager.

- **Tab 1 (at bottom):** Instructions (*Read only*)
- **Tab 2**: Enter your organization details
- **Tab 3**: User Details
    - Last Name
    - First Name
    - Email address
    - NPI (for all MD/DO)
    - CHR Profile Type (see tab 4 for descriptions)
        - Select a profile type for each user
        - Need at least one person who has "consent" access
        - There is an option for demographics only if needed
- **Tab 4**: Descriptions of profile types (*Read only*)
- **Tab 5**: If your physicians would like access to the OARRS prescribing database from this portal, then enter the DEA and license info. If not, leave blank.