How To Create a New Care Team Member

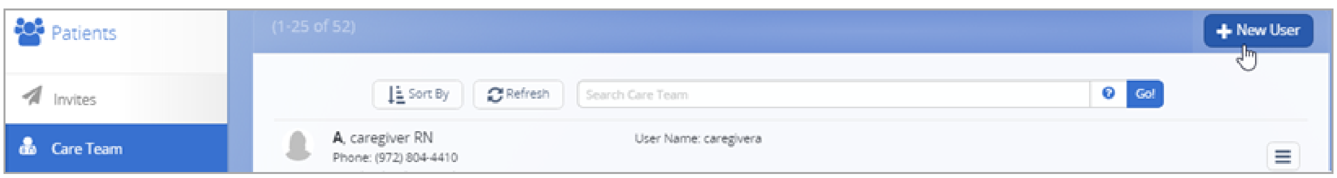
To create a new Care Team member, the *User Administrator* role must be assigned to your profile. The level of access and available functionality that the new Care Team member has is dependent on their **Roles** setting. If you want the Care Team member's time to be tracked, enable the **Show Time in Time Logs** setting, as this setting means that their time will be recorded in the time log and they can have access to create and edit time log entries (if assigned Clinical Level 3). For more information about the settings that are available for Care Team members, see Step 3.

To create a new Care Team member:

1. In the navigation panel, click **Care Team**.

   The Care Team list appears.

2. Click + **New User**.

   The **User Information** page appears.

3. In the User Information, Portal Information, and Contact Information panels, add information for each applicable box and list. Click to view password rules.

Care Team Options	Description
Expire Password Now	If set to true, the Care Team member will be prompted to change their password upon login with their temporary password. If set to false, the Care Team member will use the password you provide without a prompt to change it.
Third Party Monitoring	If set to true, the Care Team member is considered outside of the monitoring team and is a third party monitoring member, which means that the patients they are assigned will have an icon () on the patient header indicating monitoring by another service or company. Third party monitoring can be configured by portal, by facility, or by user. To indicate third party monitoring at the patient level, you can select the Third Party Monitoring check box on the Patient Demographics page.
Show Time in Time Logs	If set to true, the Care Team member's time will tracked and recorded in the time log

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	and they will have access to create and edit time log entries (if assigned Clinical Level 3).
Facilities	If a Care Team member is assigned to a facility, they can see the patients in that location. When creating a new patient, the facility options will appear in the Hospital list on the Demographics page.
Sites	Sites control who can see kit pools. At least one kit pool will be assigned, and in some situations several kit pools will be available. Each kit pool has a default location associated. All kits within a kit pool have a common attribute, such as physical location.
Roles	User roles determine the level of access and permissions for a Care Team member.
Receive Email Alerts	If set to true, the Care Team member will receive an email when the patient generates alerts during their health monitoring program. The Care Team member must be included on the patient's profile as part of the Care Team to receive these emails.
Time Zone	If set to true, the Care Team member can participate in logistics messaging for kit pick up and kit shipping.

5. Click **Save changes**. A message appears and the new Care Team member is added to the Care Team list.