Adding a Doctor to your Coverage Census

Log into eCOS.

Ot the Main Screen click SEARCH



Patient	Patient Data	Cover	rage 🛑 Li	ocation & Service	Outpatients	Discharged		
By Name	By ID	By Unit	Advance	ed				
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On the Search Screen click on Coverage tab

If you want a single doctor click on **All Users**, if you have a group click on **All Coverage Groups**. In the search type in the doctors last name or the coverage group name. Finally click on search and you will see the results below.

🗳 Search Web Page Dialog					×
Patient Patient Data Cove	rage Location & Service	Outpatients	Discharged		
Available Coverage My Coverage Groups and Users All Coverage Groups Search for Coverage Dr Last Name Step 2: Type in Doctor's last name	Step 3	Selected Covera	ge		
Save Save & Close Cancel]			Help	

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Dr Last Name			Search			
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Save	Save & Close 🛛 📿 C	lancel				Help

Next step is to click on the box next to the doctor you want.

Click on the to tell the system that this is the physician you need the census for.

🗳 Search Web Page Dialog		×
Patient Patient Data	Coverage	Location & Service Outpatients Discharged
Available Coverage My Coverage Groups and Users All Coverage Groups C All Users Search for Coverage Dr Last Name Dr Last Name Dr Last Name		Search
Save Save & Close	Cancel	Help

Result:



Next, Click on Save & Close. This will take you back to the Census Screen. See next page.

On the Census Screen, Click on the icon next to the "My Patients Only." This will pull a drop down box.

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Select the entry, "Include Coverage Patients"



If the physician has any patients, then it should appear on the Census menu.

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