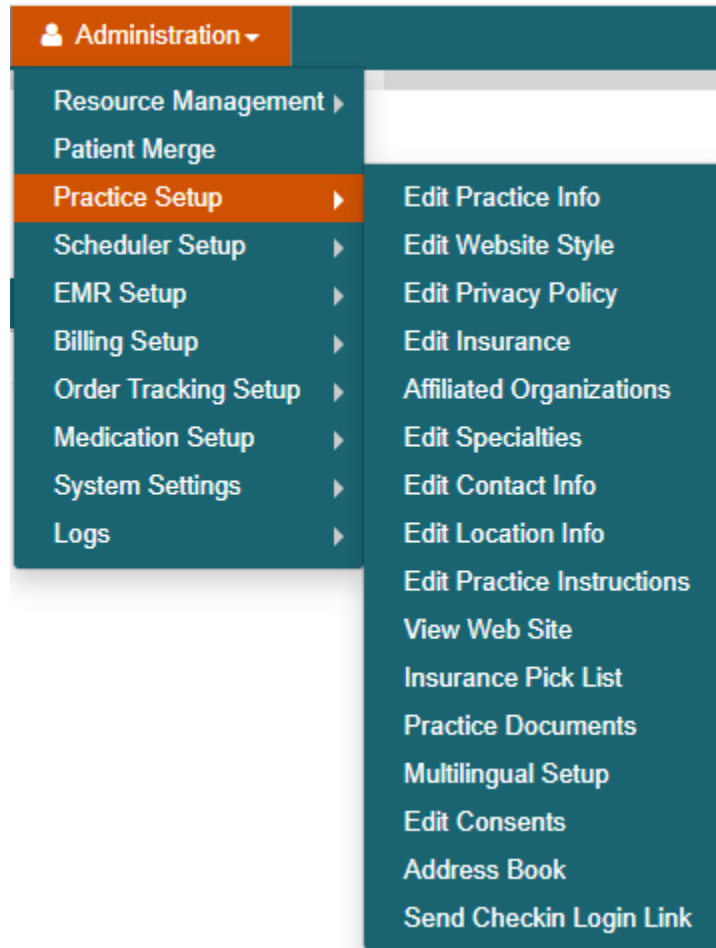


Website Customization



ADMINISTRATION > PRACTICE SETUP



≡ STEPS

1. **Edit Practice Info** – here you will find your practice name, an area to upload block text (ex: office hours); you can upload a logo (*size must be 117w x 117h pixels; and .png format*) and add content about your office
2. **Edit Website Style** – here you can change the look of your website by choosing different layouts, schemes, colors and banner images
 - a. *Should you opt to embed your patient portal ONLY, to an existing, outside website, you can choose the embedded option which will remove all access to the website and keep*

portal access only. You can then place the URL on your existing website so patients can redirect to access their health records

3. **Edit Privacy Policy** – here you can use these templates as a guide for your policies. You can leave the existing template as is, updating only the privacy office name and email; or you can make any necessary alterations to fit your policy, should it vary
4. **Edit Specialties** – here you can add any additional specialties (such as sub-specialty), if applicable to your practice. You can also add educational material and services, per specialty, by clicking on the associated tab
 - a. **Education** - here you can add educational material to provide to patients on their diagnosis
 - b. **Services** – here you can offer patient’s information on services you offer
5. **Edit Practice Instructions** – here you can edit any of the pre-populated instructions already provided by WRS; or you can add your own. For any of the pre-populated selections; all you must do is select them to populate on the website
6. **Practice Documents** – here you can upload your own forms (PDF recommended). It is key to select the button that reads “Display on Forms page of portal” so they will populate for your patients, via the ‘Forms’ tab

Additionally, if you go to **ADMINISTRATION>RESOURCE MANAGEMENT>RESOURCE SETUP**, you can select your provider name and from the:

- **General Tab** – you can upload an image of the provider to show on the providers tab (*the size must be 200w x 250h pixels*)
- **Additional Tabs** – you can add biography information, including residencies, medical schools, etc.

A yellow lightbulb icon with a blue base and a small flame inside, indicating a note or tip.

NOTES

- *Any time you see ‘Submit Changes’, select before moving on to next area, so your content will save.*