

Attention All Office Managers!!

A new procedure to effectively communicate with United Medical's I.T. Department

As United Medical strives to please our valuable clients and their wishes, we continue to produce more effective ways to communicate with you.

We've asked all office managers to register with Quickbase, an online portal to send your I.T. service requests. This procedure allows for swift, convenient, & efficient communication with the I.T. Department.

The following service requests are available to be made:

- Adding / Updating insurance information
- Adding / Updating referral sources
- Adding / Removing Cerner User
- Adding / Updating procedure codes
- Cerner related issues (Powerchart, PDS, SPM)
- Hardware / Computer issues
- Printer / Scanner issues

Please note that while making progress with this procedure, more functions & options will become available to better serve your needs.

To begin, please [click here](#) and fill out the simple form. You will then receive an invitation to access the client portal.

If you are experiencing problems, copy and paste the following link to your url:

<https://umusa.quickbase.com/db/bgd72cibp?a=GenNewRecord>

For any questions or concerns, please contact the I.T. Department at 302.266.9166 option 2.