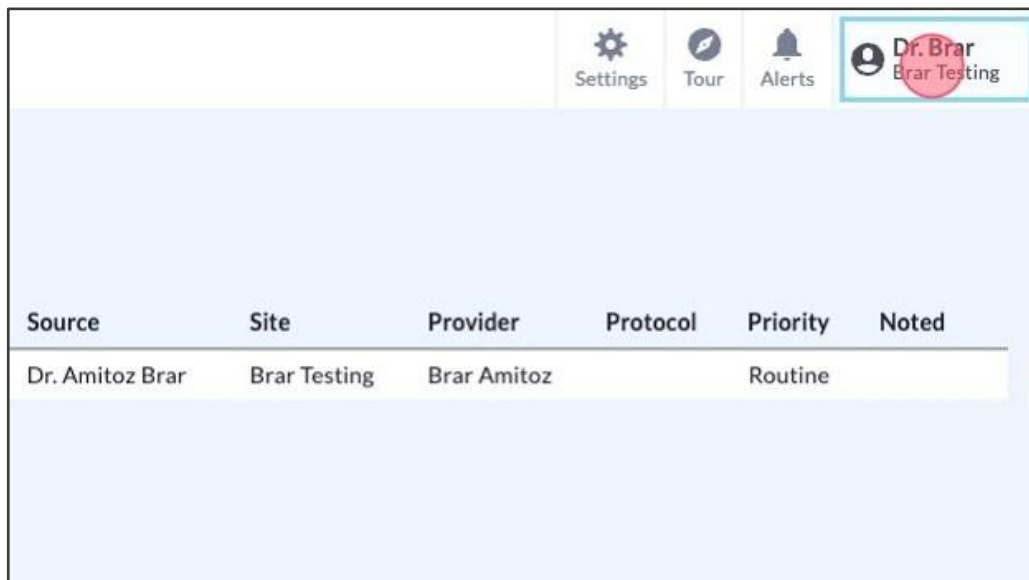


How to update your clinical contact information for your Ocean user account (Physicians)

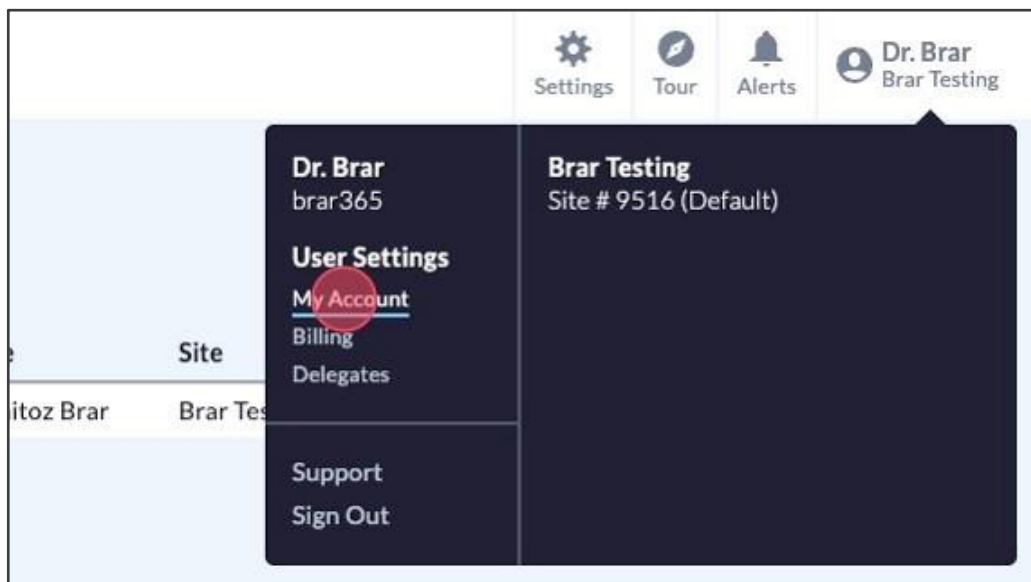
This guide walks you through the steps to update your clinical contact details in your Ocean user account, including billing information and directory listing.

Step 1: Open your Ocean account settings

1. Sign in to your Ocean account.
2. Click your name in the top-right corner of the screen.



3. Select **My Account** from the dropdown menu.



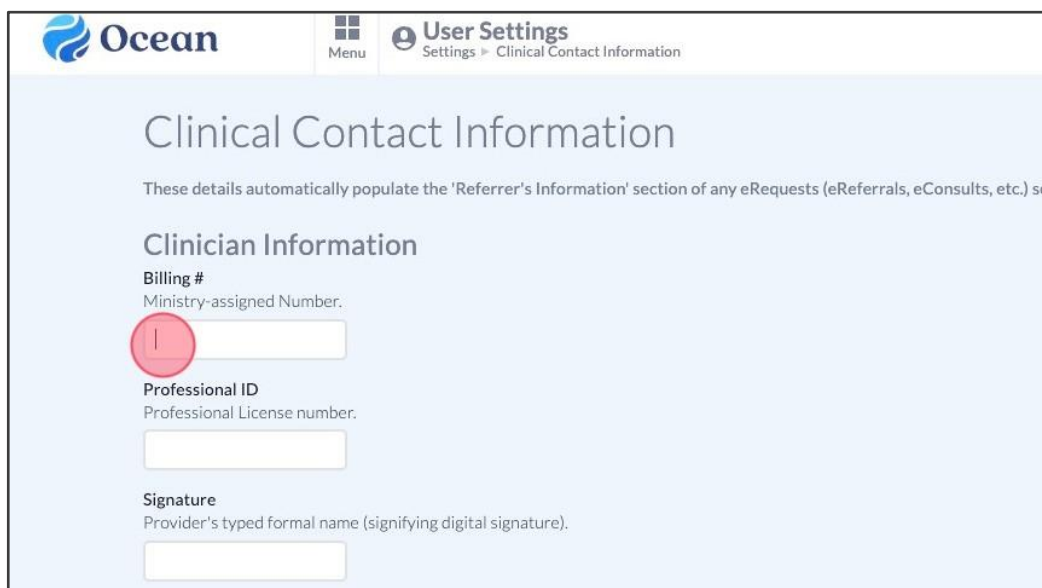
Step 2: Edit your clinical contact information

1. Click **Edit Clinical Contact Information**.

The screenshot shows the 'User Settings' page. At the top, there is a 'Menu' icon and the 'User Settings' title. Below the title, there are three buttons: 'Edit Billing Settings', 'Edit Delegates', and 'Edit Clinical Contact Information' (highlighted with a red circle). The main content area is titled 'Account Information' and contains the following fields:

User Name:	brar365	
Password:	Change
Two Factor Authentication:	Disabled	Enable
Email Address:	amitoz.brar1@phsa.ca	
First Name:	<input type="text" value="Amitoz"/>	
Surname:	<input type="text" value="Brar"/>	

2. Enter your **Billing #**, **Professional ID**, and **Signature**.



The screenshot shows the 'Ocean' user interface. At the top, there's a header with the 'Ocean' logo, a 'Menu' icon, and 'User Settings' with a sub-menu 'Settings > Clinical Contact Information'. The main heading is 'Clinical Contact Information'. Below it, a note states: 'These details automatically populate the 'Referrer's Information' section of any eRequests (eReferrals, eConsults, etc.) se'. The section is titled 'Clinician Information' and contains three fields: 'Billing #' (Ministry-assigned Number) with a red circle highlighting the input field, 'Professional ID' (Professional License number), and 'Signature' (Provider's typed formal name (signifying digital signature)).

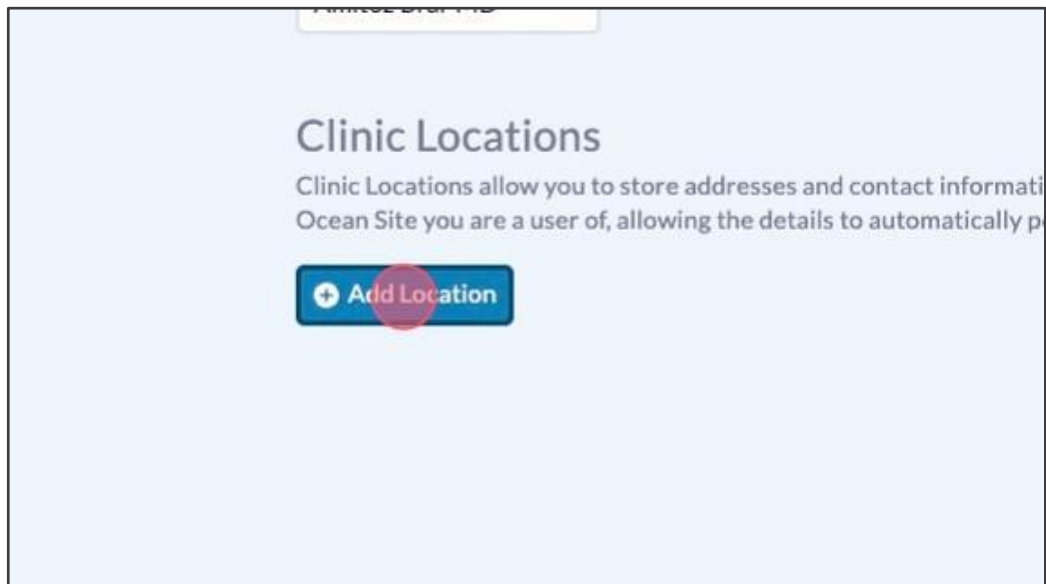
3. Scroll down and click **Save** in the bottom-right corner to apply your changes.



This screenshot shows the bottom portion of the form, which is mostly empty light blue space. At the bottom, there are two buttons: a blue 'Save' button and a grey 'Cancel' button.

Step 3: Add your location and directory listing

1. Click the **Add Location** button. **Note:** Make sure your directory listing has been created.

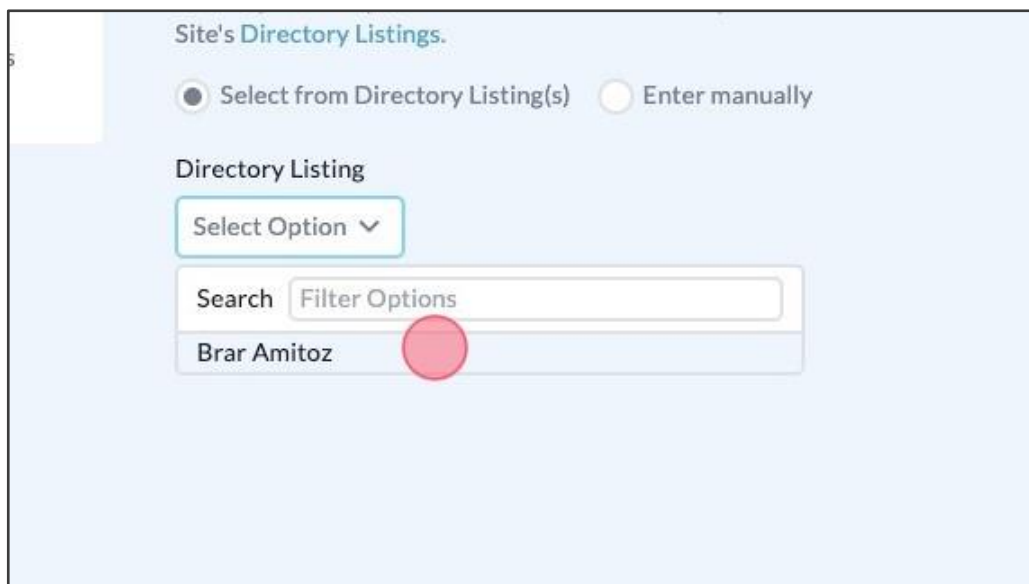


Clinic Locations

Clinic Locations allow you to store addresses and contact information for any Ocean Site you are a user of, allowing the details to automatically p

[+ Add Location](#)

2. Select your directory listing from the **Directory Listing** dropdown menu.



Site's **Directory Listings.**

☒ Select from Directory Listing(s) ☐ Enter manually

Directory Listing

Select Option ▼

Search Filter Options

Brar Amitoz

3. Confirm the information is correct, then click **Save**.

BC

Postal Code

V0V0V0

Phone

Extension can be included (eg 888-123-4567 x8)

708-777-7777

Fax

Extension can be included (eg 888-123-4567 x8)

708-777-7779

Save

Save & Make Site Default

Cancel

4. Your updated clinical contact information will now auto-populate each time you send an eReferral.

Billing #
Ministry-assigned Number.

999999

Professional ID
Professional License number.

999999

Signature
Provider's typed formal name (signifying digital signature).

Amitoz Brar MD

Clinic Locations
Clinic Locations allow you to store addresses and contact information that can be easily applied to any eRequest you or your delegates send from an Ocean Site you are a user of, allowing the details to automatically populate in your requests.

Ocean Site	Location Name	Address	Address Line 2	City	Province	Postal Code
Brar Testing	Brar Amitoz	123 Toronto St		Vancouver	BC	V0V0V0