

Assign a PF or CHITA

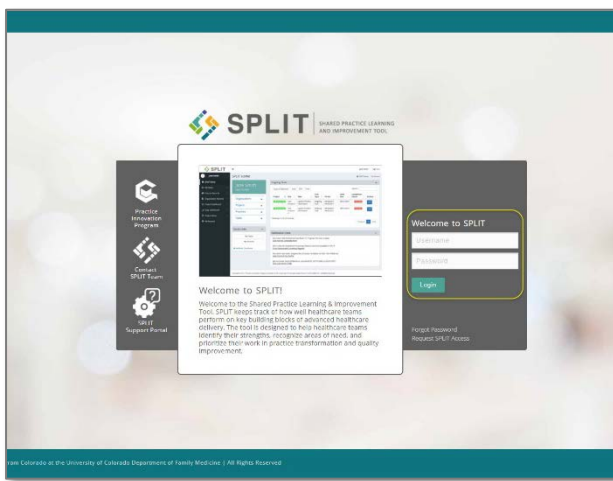
How to assign a Practice Facilitator (PF) or Clinical Health Information Technology Advisor (CHITA) to a practice in SPLIT.

Overview:

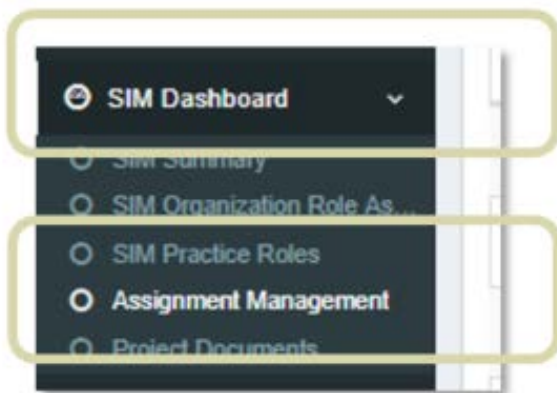
PTOs may need to update their PF and CHITA assignments in SPLIT. This can be completed by following the instructions below.

Instructions:

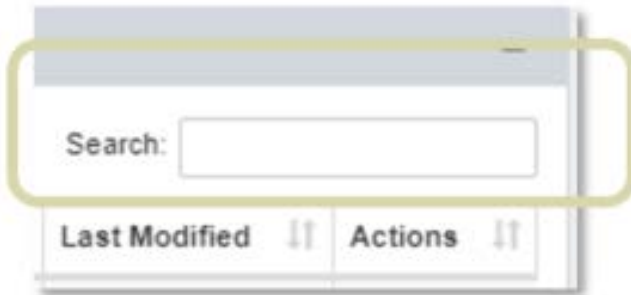
Navigate to the SPLIT Landing Page (<https://split.practiceinnovationco.org>) to login to SPLIT.



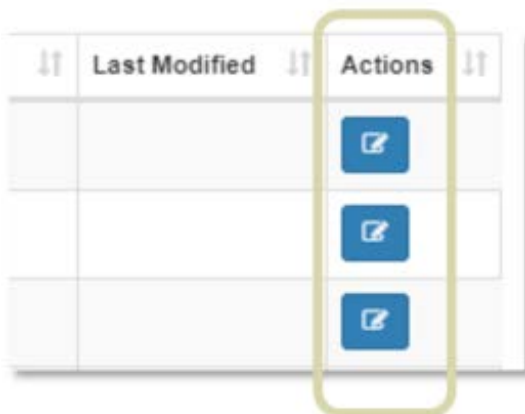
- 1) Select "SIM Dashboard" from the column on the left
- 2) Click on "Assignment Management"



- 3) Search practice name under either PF or CHITA Assignments

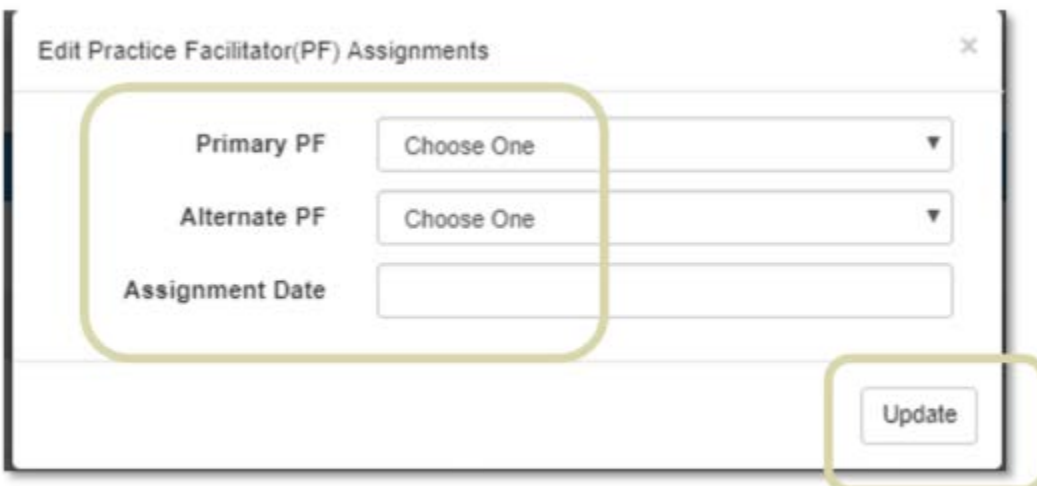


- 4) Click on the manage assignments tool in the Actions column



- 5) Enter the required fields in this section "Name, Date"

- 6) Click on "Update"



A screenshot of a form titled "Edit Practice Facilitator(PF) Assignments" with a close button (X) in the top right corner. The form contains three input fields: "Primary PF" with a dropdown menu showing "Choose One", "Alternate PF" with a dropdown menu showing "Choose One", and "Assignment Date" with an empty text input field. A yellow box highlights these three input fields. At the bottom right of the form is a button labeled "Update", which is also highlighted with a yellow box.