



## Assign a PF or CHITA

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

### Overview:

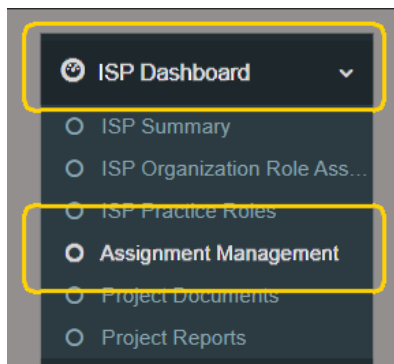
PTOs may need to update their PF and CHITA assignments in SPLIT. This can be completed by following the instructions below.

### Instructions:

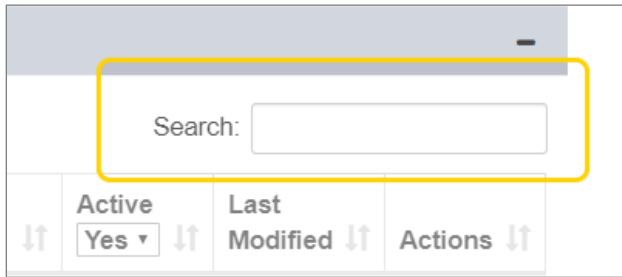
Navigate to the SPLIT Landing Page (<https://split.practiceinnovationco.org>) to login to SPLIT.




- 1) Select “(Project – ISP, SIM, etc.) Dashboard” from the column on the left
- 2) Click on “Assignment Management”

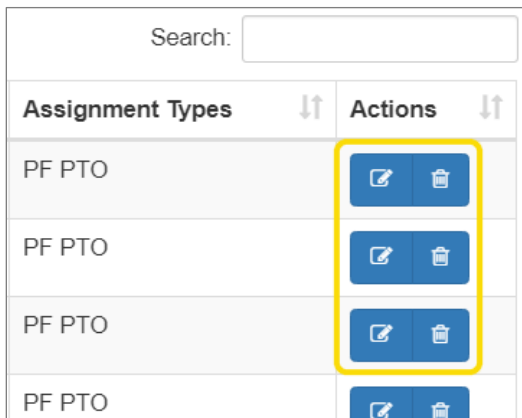


3) Search practice name under either PF or CHITA Assignments











A screenshot of a web interface showing a search bar with the text "Search:" and an empty input field. Below the search bar is a table header with columns: "Active" (with a dropdown menu showing "Yes"), "Last Modified", and "Actions".

4) Click on the manage assignment tool (  ) in the Actions column

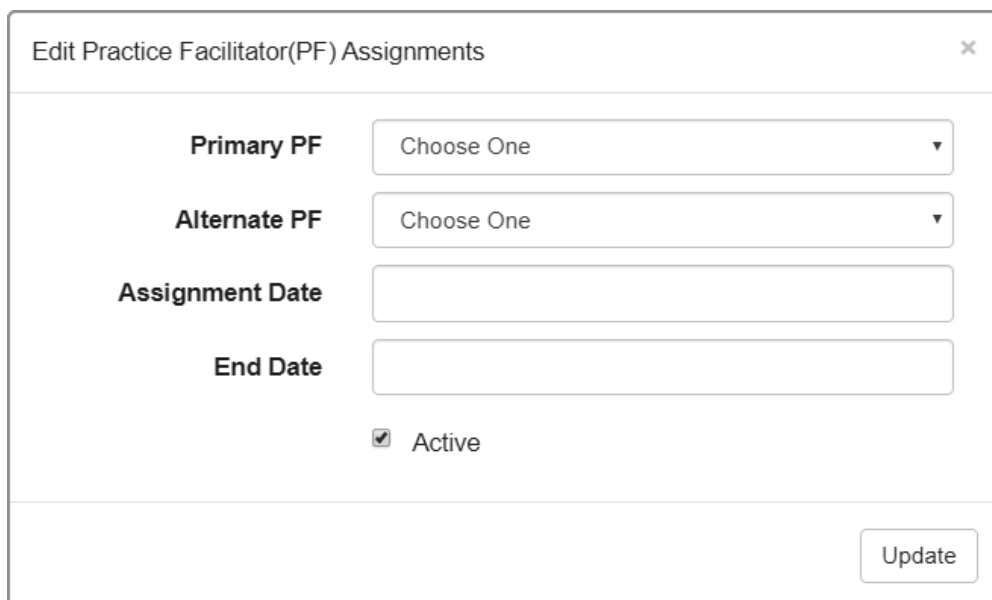


A screenshot of a table with a search bar at the top. The table has two columns: "Assignment Types" and "Actions". The "Assignment Types" column contains four rows, each with the text "PF PTO". The "Actions" column contains four rows, each with two icons: a pencil icon and a trash can icon. A yellow box highlights the first row's action icons.

Assignment Types	Actions
PF PTO	 
PF PTO	 
PF PTO	 
PF PTO	 

5) Enter the required fields in this section

6) Click on "Update"



A screenshot of a form titled "Edit Practice Facilitator(PF) Assignments". The form contains the following fields:

- Primary PF**: A dropdown menu with the text "Choose One".
- Alternate PF**: A dropdown menu with the text "Choose One".
- Assignment Date**: An empty text input field.
- End Date**: An empty text input field.
- Active**: A checked checkbox.
- Update**: A button at the bottom right.