

# Add Practitioner Bios to Patient Portal

You can add your practitioners (and owners) biographies to your patient portal site.

## To add Bios to your patient portal:

1. Log into your Open ACU admin account as an **owner**.
  1. No other users have access to the other user profiles.
2. Go to the > **Users** page.
3. Select an owner or practitioner profile from the list of users on the left.
  1. Only *owners* and *practitioners* can have their bios added to the practitioner page.
4. The user profile editor shows up on the right.
5. Scroll to the **Bio** section for that user.
6. Add text for the bio and check **Include Bio on Patient Portal**.
7. Click **Update Bio**

### Alexa Hulsey Bio

Choose to include any owner or practitioner and a Practitioners page will be added to the patient portal. It will include all owners and practitioners selected with the information above, their photo (if added) and any biographical text added below.

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☐ Include Bio on Patient Portal

Enter Bio Text

Update Bio

Once any one owner or practitioner is included the patient portal will add a link to a page named "Our Practitioners". The link will appear in the header banner at the very top of the page and the footer.

## Our Practitioners Page on the Patient Portal

The owners will be listed first in alphabetic order, the practitioners next and in alpha order. Depending on what's been entered for each listing they will include the profile image, the name, the license and designation, contact information and the text bio. It will look something like this:



Here's where you'll enter text that will appear on the header of your patient portal page.

Welcome

[Help](#) [Your Account](#)

## Our Practitioners



Alexa Hulsey, L.Ac.

License No: 32165431

This is a bio.

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