

Procedure for Looking up Provider Privilege Lists

- 1. Go to the Intranet / Clinical Departments / Medical Staff / Provider Privileges.
- 2. Click on the link

http://mcdcaptmsont/msonet/MSOnetDefault.htm This will take you to the MSOnet site.

- 3. Single click on Physician Information
- 4. Enter : User ID msonet and Password jerry
- Click continue. This will take you to a page titled "Physician Information Find a Medical Professional"
- In the window, "Choose a Facility," single click on "Mason City"
- 7. In the blue colored window type the last name of the

- provider for which you need information
- 8. Single click on "Name Search." This will bring you to a page that shows all providers with the same last name that you typed in
- 9. Single click on the provider for whom you need information. This will bring you to a physician information page that shows the name of the selected provider in the upper left corner.
- 10. Single click on the underlined word Privileges. This brings you to a page that has the name of the provider at the top of the page and shows the current date. All privileges are listed on this page, be sure to scroll down the entire page to see all "levels" of privileges.
- 11. On the bottom left hand is the "Return to Physician Information Menu." Single click on this to return to the "Physician Information Menu." From the Physician Information Menu you are able to look up another provider or able to look up all providers authorized to perform a procedure.