

Change Password

The Change Password menu will allow for changes, or allow the assigning of a password for the current user logged into Clinic Pro.

HIPAA mandates that the computer or practice management software that contains sensitive personal medical records be behind some sort of secure password! Without a Windows or BIOS password when powering on the computer, it is a must to have a password for each user profile in Clinic Pro, in order to be compliant with HIPAA regulations!

If you are adding a password for a new User that is not already entered in the system, please go to User and add them in to the system. The ClinicPro software will allow you to alter or add passwords for the user that is currently logged in to the system.



The screenshot shows the Clinic Pro software interface. The title bar reads "Clinic Pro CHIROPRACTIC HEALTH CENTER - ADMINISTRATOR". The menu bar includes "File", "Edit", "Lists", "Activities", "Reports", "System", "Navigation", "Window", and "Help". A toolbar with several icons is visible below the menu bar. The "Change Password" dialog box is open, featuring a subtitle "Input New Password and Confirm". The "User Name" field is populated with "Administrator,". The "Old Password" field is empty. The "New Password" and "Confirm New Password" fields are also empty. "OK" and "Cancel" buttons are located at the bottom of the dialog box.

If the logged in user does not currently have a password (they click "ok" to log in to Clinic Pro, without entering a password) simply press ENTER in the "Old Password" field.

Type the new password and confirm it by re-typing it.

Passwords are allowed to be up to 8 characters long, and can contain any letter or number, A-Z, 0-9. This password is NOT case-sensitive. The password cannot contain special characters or punctuation.