Handy Guide Clinical Administrator Role

A Clinical Administrator in AFHCAN is a user role that can manage other user roles, groups, and workflow with only minimal need for IT support. Clinical Administrators are responsible for ensuring that any new users they create in AFHCAN understand best practices for working in a secure health system.

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Create a new provider

 Search for provider <u>Note:</u> search active & inactive providers first

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www.afhcan.org

- If not found click "Create New Provider"
- 3. Fill in required fields and save

Edit or Inactivate provider

- 1. Search for provider
- 2. Click "Edit"
- 3. Select the "Edit Provider" tab and edit as appropriate
- To inactivate, scroll down to "Active" and check "No".
 <u>Warning:</u> make sure users to be off boarded do not have any cases in mailbox

Middle Initial Suffix Degre NP1 / Billing 10 AdminUse Med Nort DefaultUse English (United States) Language aliew Pro Global Active Health Org Med North DefaultUse DefaultUse Admint Edit P Admir Group Med Eagle Evar Med Nort Fairbanks Fat Med Nort Frank Sarah Health On Frank Saral Med Nort Frank Sarat Group Me v Garcia Gary Health Org Harris Hele Health On Hawk Hele Health Or Holm Group N Jackson Judit Group Me James John Group Mer Johns Joar Group Me Email AFHCAN Johnson Juno Med North Work P 1234 Jones Jame Group Me Giseli Larson Group Me Cell Ph Larson Gisel Med Nort Address Giselle Health On Depart Louisa Health Or Martie Mary Med Nor Location Martine Mary Mert Nort Genun Me Facility Type: David Oak Miller Marga Med No Moore Perker Perker Perker Med North Group Me Health Or Med North Per Active ● Yes ○ No

Provider Record

Update user information

- 1. Search for provider
- 2. Click "Edit Provider"
- 3. Edit as appropriate

Reset user passwords

- 1. Search for provider
- 2. Click "Edit"
- 3. Click "Change Password"
- 4. Input new password information.

rovider Record		Provider Record * required fields
Provider Case 0	ptions Change Password E-Signature Group Membership	Edit Provider Case Option Change Password Signature Group Membership
Description of the second second		
Personal Information * First Name:	Test	Change Password
Personal Information * First Name: Middle Initial:	Tost	Change Password Username: User
Personal Information First Name: Middle Initial: Last Name:	Test	Change Password Username: User New Password:
Personal Information First Name: Middle Initial: Last Name: Suffix/Degree:	Tost Usor	Change Password Username: User New Password: Confirm New Password:
Personal Information * First Name: Middle Initial: * Last Name: * Sufflx/Degree: NP1 / Billing ID:	Tost Usor	Change Password Username: User New Password: Confirm New Password: Force password update upon

