DHIN ProAccess 5.6
Quick Reference Administrator's Guide

The ProAccess User Maintenance features enable you to create profiles for each ProAccess user in your organization, including passwords, access to application features, settings for patient access, and clinical data. Also, User Maintenance is where provider and staff users are mapped to their appropriate provider IDs. Refer to the following information whether creating a new user or modifying an existing one.
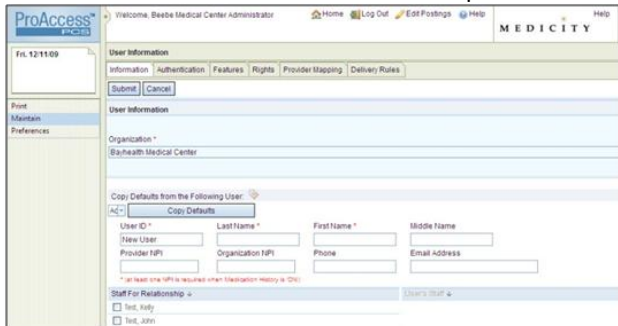
Log In to DHIN 5.6

To enter the DHIN web-based network, open an Internet connection and type: https://five.dhin.net.
The DHIN Splash page will appear; this is the location where announcements will be posted.
In the login window, enter your **Username** and **Password**.

Adding a New User

User maintenance is performed while logged in with User or Org Admin rights.

1. Click **Maintain** on the left side of your screen and then click **Users**.
2. Click **New**. The new user Information tab opens.

3. From the **Organization** drop-down menu, select the user's organization, if it is not already pre-selected.
4. If desired, select a user to act as a template for the new user by selecting from the dropdown menu and clicking **Copy Defaults**.
5. Enter a unique user ID code. Typically, this is the first letter of the user's first name and their complete last name (for example, jdoe for John Doe).
6. Enter the user's last, first, and middle name, phone number and email address.
7. If the new user is a staff user, select the providers with whom they are affiliated.
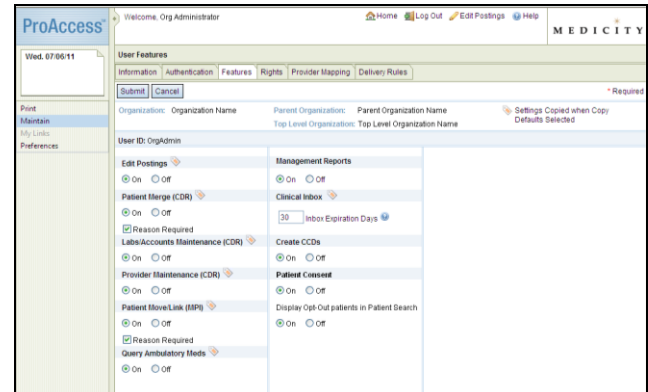
Authentication Tab

1. Click the **Authentication** tab.
2. In the **Password** field, enter a password.
3. In the **Confirm Password** field, enter the same password entered in Step 2. If you want to use the organization default password, click **Reset to Org Default**.
4. In the **Effective Date** field, enter the user's hire date or click and select the date from the pop-up calendar.
5. The remaining fields (**Term Date**, **Valid Until**, **Lock Date**

and **Reason**) are used to work with user accounts that need to be terminated or locked.

Features Tab

The Features tab controls basic functionality that you can turn on or off, depending on your rights.

1. Click the radio button to turn on or off features for the user.
2. In the **Clinical Inbox** field, enter the number of days in which Clinical Inbox items will expire and be removed. The recommended maximum is 30 days.

Rights Tab

1. Select an available role for the user from the **Role** dropdown. The role selected determines the **Patient Access** and **Break Glass** levels for the user. These are set at the organization level. To see the settings for each role, hover over the icon ⓘ.
2. Select if the user has administrative rights. To see more information on these administrative settings, hover over the icon ⓘ.
3. Select what **Clinical Data** the user will have access to: Cardiology, Catheter, Immunization, Laboratory, Medication Orders, Other, Pathology, Radiology Transcription, Medical Transcriptions, Ambulatory Medications, Community Documents, Face Sheets, Patient Demographics.
4. Depending on the role selected, the user's **Normal Patient Access** and **Break Glass** levels are predetermined.
5. Select which **Lab Accounts** the user will have access to and can break glass to.

Provider Mapping Tab

The Provider Mapping tab defines what provider information is shared with the user you are defining. The information on this tab is set by the DHIN system administrators. It can be viewed but not altered.
To continue to the Delivery Rules tab, the user must be saved. Click **Submit** to save.

Delivery Rules

Delivery rules control how patient results are delivered to the user's Clinical Inbox.

Add an Inbox Delivery Rule

1. Access the user's account.
2. Click the **Delivery Rules** tab.
3. Click **Add Rule**.
4. In the **Delivery Rule Name** field, enter a name for the delivery rule you are creating (typically "Inbox").
5. In the left column, select from among the data sources each organization that is listed.
   - Check the boxes for **IP** (in-patient) or **OP** (out-patient).
   - To select all results for all organizations for inpatient and outpatient, select **All**.
   - To select all IP or all OP results for all organizations, check **IP** or **OP** across from the **All** checkbox.
   - To select all organizations under one type of result, such as Lab, select the checkbox across from that type.
6. The providers that the user is mapped to, or staff for, are listed under the **Provider Relationship** section. Select roles in order to send data to the user according to the relationships checked.
7. Select the **Inbox** to specify Inbox delivery.
8. For each type of result or report check the triggers you want for delivery. Check individual boxes or, to select all, check the <Type> **Delivery** box.
9. To mark the results as having been printed, under **Results Print Queue**, check **Mark Printed**.
10. To save your changes, click **Save**. To revert to default settings, click **Default**. To return to the primary **Delivery** tab list, click **Return to List**.

Modify an Inbox Delivery Rule

You can modify existing rules or rules you have copied as a shorter path in creating new rules.

1. From the delivery rule window, highlight the rule you want to modify.
2. Click **Edit**.
3. The Create Rule window opens with the rule defined with checked boxes.
4. Check or uncheck boxes to make changes.
5. Click **Save**.

Copy an Inbox Delivery Rule

To copy existing rules, highlight the rule you want to copy and click **Copy**. The new rule appears at the bottom of the list of rules and can be edited.

Remove a Delivery Rule

1. To remove an existing delivery rule, highlight the rule you want to remove.
2. Click Remove. The rule is removed from the list.

Modifying an Existing User

Once a new user entry has been saved, it can be updated at any time.

1. Click **Maintain, Users**.

2. To display all users, leave the **User ID** and **Name** fields blank.
   -or-
   To search for an existing user record, complete one or more of the following fields: **User ID**, **Last Name** or **First Name**, or **Organization**.
3. Click **Search**. The **Search Results** list displays all matching user records.
4. Click the user name in the **Search Results** list. The user account opens to the **Information** tab.
5. Make the needed changes and click **Submit** to save the user record.

Resetting a Password

1. Find the user, as described above under *Modifying an Existing User*.
2. Click the **Authentication** tab.
3. To reset the user to the organization's default password, click **Reset to Org Default**.
   -or-
   To set a new password for the user, enter the new password in both the **Password** and **Confirm Password** fields.
4. If the account has been locked, clear both the **Locked Date** and **Reason** fields.
5. Click **Submit**.

The new password will be required on the next log in.