

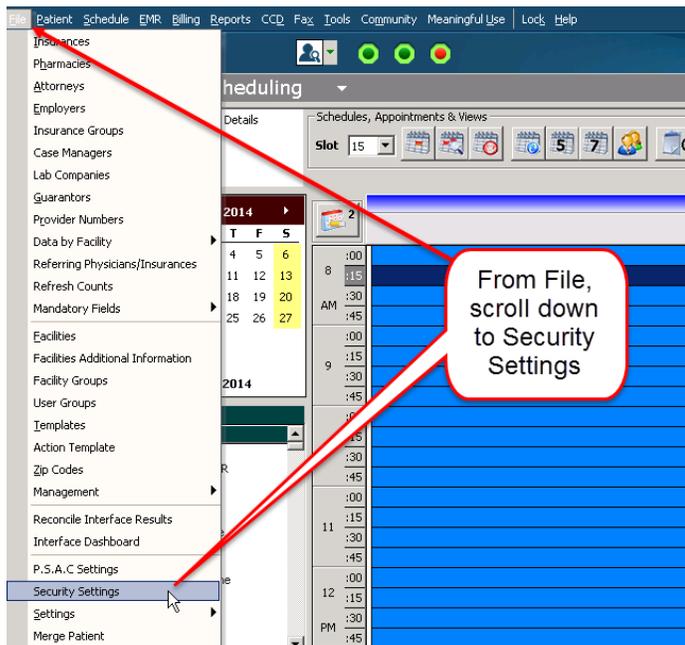
eClinicalWorks EHR Security Permissions for the Children's I.Q. Network® (CIQN) eEHX



All of the security permissions below are related to EHR & eEHX access and tasks that are needed to test functionality, ensure the presence and accuracy of coding schemes and mapping, address duplicate patient records, and troubleshoot issues when and if they arise. **When CIQN staff do not have the needed security permissions on a long term and ongoing basis, we are unable to conduct quality testing, resolve any technical issues, and update and maintain the appropriate codes needed for the consent level lists (the blocking of sensitive information that we are required by law to do).** CIQN staff are all trained on the privacy and security of health information, are held to the highest standards of professional and ethical behavior, and are held responsible to the fullest extent of company policy and the law, should any adverse event occur. The CIQN and eCW take every measure possible to protect your information and the information of your patients.

You may search for a security attribute by name, item description, or group name. Users must log out of their EHR and log back in before changes can take effect

How to Provide CIQN Permissions Under Security Settings



If your EHR is set up by Role:

Security Settings

By Role | By Security Attribute

Clear Search Selected Role: **Data Analyst** Clear S

Role Name	Security Item Name	Security Group Name	Permission
1 ***** CCCC			
2 *****AAAA New			
3 **bbb			
4 **Example			
5 **NEW Example			
6 Ancillary Staff			
7 Block Schedule			
8 Call Center Registrar			
9 Call Center SME			
10 Call Center Staff			
11 Charge-entry Staff			
12 Clinical Operations Manager			
13 Data Analyst			
14 ED Staff			
15 Front-end Admin Staff			
16 General			
17 Immunization Dashboard - View Only			
18 IR Security			
19 Lab Analyst			
20 Language Services Staff			
21 Medical Records Auditor-DOH			
22 Medical Records MPI Admin			
23 Medical Records Staff			

Administration / Billing Setup - 18 Item(s)

Security Item Name	Security Group Name	Permission
Add/Remove CPT code in a claim		<input checked="" type="checkbox"/>
Administrate Payment Batch		<input type="checkbox"/>
Allow Changing Payment Batch No		<input type="checkbox"/>
Allow to view/modify the provider number		<input type="checkbox"/>
Allow Update of Clearinghouse Configuration		<input type="checkbox"/>
Changing Fee schedule		<input type="checkbox"/>
Configure CPT Groups		<input checked="" type="checkbox"/>
Configure ICD Groups		<input checked="" type="checkbox"/>
Configure Preferred Providers By Facility	Administration / Billing Setup	<input checked="" type="checkbox"/>
CPT Codes	Administration / Billing Setup	<input checked="" type="checkbox"/>
Delete Payments	Administration / Billing Setup	<input type="checkbox"/>
Delete Refunds	Administration / Billing Setup	<input type="checkbox"/>
ERA	Administration / Billing Setup	<input type="checkbox"/>
ICD Codes	Administration / Billing Setup	<input checked="" type="checkbox"/>
Insurances	Administration / Billing Setup	<input type="checkbox"/>
Organize Super Bill	Administration / Billing Setup	<input type="checkbox"/>

Administration / EMR Setup - 44 Item(s)

Security Item Name	Security Group Name	Permission
Add/Update Referring Provider	Administration / EMR Setup	<input checked="" type="checkbox"/>
Allow Access to Immunization/T. Injection validations	Administration / EMR Setup	<input checked="" type="checkbox"/>
Allow Customization	Administration / EMR Setup	<input checked="" type="checkbox"/>
Allow users to restore cancelled orders	Administration / EMR Setup	<input type="checkbox"/>

Rx Security | **Configure Role** | Role Membership | Configure Categories | Locked Users | **Save** | Close

If your EHR is set up by User:

Security Settings

By User | By Security Attribute

Clear Search Selected User: **Frederickpedstest, Ehx** Clear S

User Name	Security Item Name	Security Item Desc	Security Group Name	Permission
Providers - 2 User(s)				
Staff - 14 User(s)				
eclinicalworks, support				
Frederickpedstest, Ehx				

Administration / Billing Setup - 30 Item(s)

Security Item Name	Security Group Name	Permission
Add/Remove CPT code in a claim		<input checked="" type="checkbox"/>
Administrate Payment Batch		<input checked="" type="checkbox"/>
Allow Changing Payment Batch No		<input checked="" type="checkbox"/>
Allow to view/modify the provider number		<input checked="" type="checkbox"/>
Allow Update of Clearinghouse Configuration		<input checked="" type="checkbox"/>
Changing Fee schedule		<input checked="" type="checkbox"/>
Configure CPT Groups		<input checked="" type="checkbox"/>
Configure ICD Groups		<input checked="" type="checkbox"/>
Configure Preferred Providers By Facility	Administration / Billing Setup	<input checked="" type="checkbox"/>
CPT Codes	Administration / Billing Setup	<input checked="" type="checkbox"/>
Delete Payments	Administration / Billing Setup	<input checked="" type="checkbox"/>
Delete Refunds	Administration / Billing Setup	<input checked="" type="checkbox"/>
Delete Rule	Administration / Billing Setup	<input checked="" type="checkbox"/>
Eligibility Admin	Administration / Billing Setup	<input checked="" type="checkbox"/>
ERA	Administration / Billing Setup	<input checked="" type="checkbox"/>
ICD Codes	Administration / Billing Setup	<input checked="" type="checkbox"/>
Insurances	Administration / Billing Setup	<input checked="" type="checkbox"/>
Manage access to billing message codes	Administration / Billing Setup	<input checked="" type="checkbox"/>
Manage access to claim action codes	Administration / Billing Setup	<input checked="" type="checkbox"/>
Manage access to claim error codes	Administration / Billing Setup	<input checked="" type="checkbox"/>
Manage access to claim status codes	Administration / Billing Setup	<input checked="" type="checkbox"/>
Manage access to claim status groups	Administration / Billing Setup	<input checked="" type="checkbox"/>

Rx Security | Configure Categories | Locked Users | Configure Template | Copy Template | **Save** | Close

Immunizations

Allow access to immunization/t. injectable validations: Allows user access to immunization and therapeutic injection validations (e.g., pending, administered, partially administered, not administered, or given in past).

Immunization/injections in progress notes: Allows user to view immunizations and therapeutics injections in a Progress Note.

Immunization – Set Default for Immunization Series: Allows user to view Immunization Series.

Vitals

Map vitals: Allows user to configure and map vitals. Vitals must be mapped in order to export vitals to the eEHX.

Vitals: Allows user to view vitals in a Progress Note.

Labs

Allow Access to Pt Labs/Imagin: Allows user access to view any labs or diagnostic images for a patient from the Hub or a Progress Note.

DI/Labs Scanned Documents Access: Allows user access to any scanned labs or diagnostic images from Patient Documents.

Lab Alias: Allows user to create and update lab aliases.

Labs: Allows user access to view and the ability to modify and update attribute codes and associated CPT codes.

Merge Labs: Allows user to merge duplicate laboratory tests in the EHR.

Unreview labs/di/procedure: Allows user to unreview (re- open) labs, diagnostic images, and procedures that they have previously reviewed (either by accident or for testing).

Documents

Allow Move and Delete the document to Another Patient : Allows user to move documents from one patient to another patient and to delete the subcategory under which the document is saved.

Delete Reviewed Document: Allows user to delete a reviewed document in the Patient Documents window, located in the Documents band in the navigation frame, or through the Patient Hub.

DI/Labs Scanned Documents Access: Allows user access to scanned diagnostic images or lab documents.

Document Management: Allows user to add and remove folders in Patient Documents.

Document-change Review status: Allows user to change the reviewed status after a document has been checked as reviewed through Patient Docs from the Patient Hub or under the the Documents band. If this security attribute is not selected, the Reviewed check box is disabled on the Document Details tab of the Document Details window.

Patient Details

Access Medical Record from Patient Hub: Allows user access to a patient's Medical Record from the Patient Hub.

Allow Access to Pt Hub: Allows user access to the Patient Hub.

Create New Patient: Allows user the ability to create a new patient.

eEHX

eHX-(Import/Export/Link) Demographics: Allows user to import, export or link demographic information from the eHXportal.

eHX-Import Clinical Data: Allows user to import all clinical (non-demographic) data from the eHX portal.

eHX-Unlink Patient: Allows user to unlink a local patient record to an eEHX patient record who may have been erroneously linked.

Progress Notes

Assessment: Allows access to the Assessment details of a patient in a Progress Note.

Lock Chart: Allows the user to lock a patient's Progress Note.

Physical Examination: Allows user access to the Physical Examination section of a Progress Note.

Procedures in Progress Notes: Allows user to edit Procedures in a Progress Note.

Progress Notes: Allows user access to a patient's Progress Note, including ROS, Physical Examination, Procedures, and HPI.

Quality Measures: Allows user to view Quality Measures in a Progress Note.

ROS: Allows access to the ROS (Review of Symptoms) section of a Progress Note.

Treatment: Allows user access to the treatment plan from a Progress Note.

Vitals: Allows user to view vitals in a Progress Note.

Unlock Chart: Allows user to unlock a locked Progress Note.

** The permission check box for Progress Notes must also be checked for many of these permissions to function correctly.*

Scheduling/Encounters

Allow creating appointment outside of working hours: Allows user to create an appointment outside regular working hours.

Allow appointment creation when schedule is blocked: Allows user to create an appointment during blocked hours on resource schedule.

Allow Appointment Miscellaneous Configuration: Allows user to create (New), Update, or Delete miscellaneous information on an appointment.

Allow appointment overbooking: Allows user to overbook appointments.

Allow appointment overbooking on visit type rules: Allows user to overbook appointments when visit type rules are defined.

Appointments: Allows user to create, modify, or delete appointments using the Resource Scheduling page - if this attribute is not selected, the user can only view appointments.

Appt Non-Billable: Allows user to create an appointment that is non-billable.

Telephone Encounters: Allows user to view and create telephone encounters.

Security

Security Access Logs: Allows user access to the Reports – EMR – Access Log report.

Show user logs: Allows user access to the Reports – View Security Logs report.

Manage security: Allows user access to the Security Settings.

Medications

Hub – Rx: Allows user access to Rx button on Patient Hub.

Quality Reports

eBO - Access Daily Reports Connection to Master/Live Database: Allows user access to daily EBO reports.

Registry: Allows user access to the Registry and Registry Reports.

Codes

Organize CPT: Allows user to view CPT codes assigned to procedures.

Organize ICD: Allows user to view ICD-9 or ICD-10 codes assigned to diagnoses.

ICD Codes – Management of ICD-9 (& ICD-10) codes: Allows user access to ICD-9 and ICD-10 codes for updates and corrections.

Miscellaneous Permissions

Administration: Allows user access to the Admin Band and all associated functionalities.

Change password: Allows user to change the password of a test user.

Examination: Allows user to view the Examination window.

Hub - Consult Notes: Allows user access to the Consult Notes from the Patient Hub.

Hub - Problem List: Allows user access to the Problem List from the Patient Hub.

Medical Summary: Allows user access to the Medical Summary.

Merge patient: Allows user to merge a patient in the EHR.

My settings: Allows user to modify and update settings related to views and defaults in the EHR.