Creating A New Data Provider Account

Note: These directions are only used to create MD, DO, CRNP, PA-C, ME and Coroner accounts.

1. From the Table Maintenance menu on the Home screen, select Organizations and then Data Providers.

2. Enter the Last Name or License Number.

   Then click the Search All button.

3. If an account exists for the data provider, go to QRS-2027-MC, Associating Your Facility with an Active or Terminated User or Data Provider Account. If a data provider account does not exist, click the New Data Provider button to create a new data provider account.

4. Enter Name & Address information:
   - Data Provider’s Name
   - Title
   - Facility Address
   - Mailing Address (optional)

   When finished, click the Next button.

   Note: If facility and mailing address are the same, enter the facility address and select Same as Mailing Address to complete the mailing address.

5. Enter Contact information:
   - Phone numbers (optional)
   - Email address (a unique email is required)
   - Preferred Method of Contact, if known (optional)

   When finished, click the Next button.

6. Enter PA License information:
   - Medical license number (no spaces or dashes)
   - Start Date (always Jan-01-1900)
   - End Date (leave this blank)

   When finished, click the Next button.
Select Data Provider Type:
- Select Medical Certifier
- Click the Add button

After clicking the Add button, a dialog box will display showing the User Type and Office Affiliation. Under that are checkboxes for the type of events the data provider is authorized to sign. Click the Death checkbox.

Click the Finish button.
When the Data Provider Summary screen displays, click the Create User for Data Provider link to give this new data provider access to DAVE™.

Enter User Account information:
- Username (must start with a letter and be 6-10 characters; note that the Username is case sensitive)
- Password (enter a generic password)
  - Passwords must be 12 characters in length.
  - Passwords should contain upper and lower case letters, numbers, and one of the following characters @ * . , # ! &
- Confirm Password (re-enter the generic password)
- Confirm Temporary Password is selected
- Start Date (always use 01-01-1900)

When finished, click the Next button.

Click the Next button on each of the following screens to progress through them without making any changes:
- Name and Address
- Contact Information
- License
- Office Affiliations
- User Type

Select User Role:
- Select Default Death Medical Certifier from the Available Roles
- Click the Add Arrow button

The role is now assigned to this user. Click the Next button.

The Business Functions screen displays. Do not make any changes. Click the Finish button.
The User Summary displays. Review and verify that all of the new data provider’s information is correct. If any information needs corrected, click the link to display the applicable screen for editing.

**User Summary**

<table>
<thead>
<tr>
<th>User Id: 10534</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Name: alexkarev</td>
</tr>
<tr>
<td>Password Expiration: 11/24/2018</td>
</tr>
<tr>
<td>Start Date: 01/01/1900</td>
</tr>
<tr>
<td>End Date:</td>
</tr>
<tr>
<td>Logon Attempts: 0</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>Name: Alex Karev</td>
</tr>
<tr>
<td>Title: MD</td>
</tr>
<tr>
<td>User Address: 100 Front Street Harrisburg, Pennsylvania 17110</td>
</tr>
<tr>
<td>User Mailing Address: 100 Front Street Harrisburg, Pennsylvania 17110</td>
</tr>
<tr>
<td>Work Number: - Ext</td>
</tr>
<tr>
<td>Cell Number: -</td>
</tr>
<tr>
<td>Home Number: - Ext</td>
</tr>
<tr>
<td>Fax Number: - Ext</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:Akarev@hospital.com">Akarev@hospital.com</a></td>
</tr>
<tr>
<td>Preferred Contact:</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>Medical License: MD123456</td>
</tr>
<tr>
<td>NPI Number:</td>
</tr>
<tr>
<td>Funeral Director License:</td>
</tr>
</tbody>
</table>

**Notify the data provider of their user name and temporary password. Explain the following regarding passwords:**

- The user will be prompted to create their own (new) password when they login.
- The new password must be 12 characters in length.
- The new password should contain upper and lower case letters, numbers, and one of the following characters @ * . , # ! &
- The new password will be valid for sixty days.