Terminating User Access - Single Facility Association

1 Perform a Data Provider or User search with the **Search All** button.

Search All

Data Providers

Last Name	License Number	Data Provider Type
Howser	MD082016	Medical Certifier

2 Click the **Last Name** link that corresponds to your facility.

Last Name	License Number	Data Provider Type
Howser	MD082016	Medical Certifier

Last Name ↓	First Name	Facility
Howser	Doogie	Harrisburg Hospital

3 Click the **Update Offices/Roles/Business Functions** link.

Harrisburg Hospital
Doogie Howser is authorized to sign for the following events: Death

User Type	Office	Roles	Additional Business Functions
Medical Certifier	Harrisburg Hospital	Default Death Medical Certifier	
Total records : 1	Total records : 1	Total records : 1	No data found.

Update Offices/Roles/Business Functions

4 Select your **Facility Name** from the **Office Affiliations Assigned to the user** field and click the **Remove Arrow** button.

Available Office Affiliations

Office Affiliations Assigned to the user
Harrisburg Hospital

> >> < <<

5 Your facility name is no longer assigned to the user.

Click the **Next** button.

Office Type: Hospital

Available Office Affiliations
Harrisburg Hospital

Office Affiliations Assigned to the user

> >> < <<

Cancel   << Back   Next >>

6 A message displays a warning that removing your facility will end date the user.

Click the **OK** button to continue.

Message from webpage

Removing this office affiliation will end date the user.

Do you wish to proceed?

OK   Cancel

7 The User or Data Provider Summary screen displays.

IMPORTANT: The facility association that you removed will continue to display until midnight.

8 If you perform a Users search, there will be a date and time in the **End Date** column. This confirms that you have removed the facility association.

9 If you perform a Data Providers search, two records will display for this user, but there will be a date and time in the **End Date** column associated with your facility. This confirms that you have removed the facility association.

Facility Administrators with Multiple Facilities
You can only remove one facility association at a time, and it is limited to the facility you selected when you logged in.
If you need to remove more than one facility from an account:

1. Complete the process in **Steps #1 -- #9** to remove the facility you selected on the login screen

2. Select **Change Office** from the **Main** menu and select a different facility link on the login screen

3. Repeat **Steps #1 -- #9** to remove the additional facility from the account.