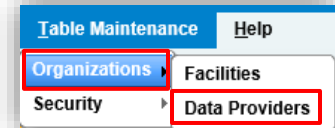


Creating A New Data Provider Account

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

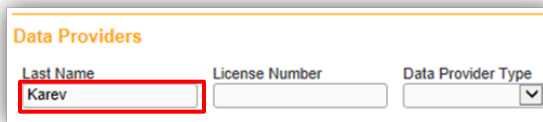
1

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.

Search All

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.

Search Current **Search All** **New Data Provider**

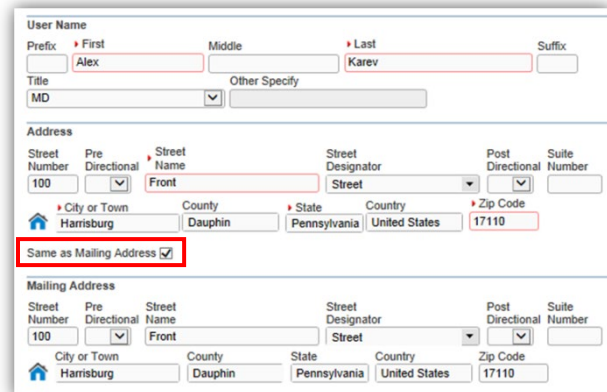
4

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 (use the actual day license was issued or 01/01/1900)
- End Date (leave this blank)

When finished, click the **Next** button.

7

The Update User screen displays. Select your facility or campus name from the **Available Office Affiliations** field and click the **Add Arrow** button to add your facility or campus to the **Office Affiliations Assigned to the user** field.

8

Your facility or campus name has been added to the **Office Affiliations Assigned to the user** field. Click the **Next** button.

Note: If you are the facility account manager for multiple facilities or campuses, you will only see the facility or campus you selected at login. If the data provider requires access to your other facilities or campuses, after you create this account, log out. Then login again and select the office affiliation link for the facility or campus you need to add. Repeat **Steps #1 – #2**. Click on the data provider’s last name link in the Last Name column of the search results. When the User Summary displays, click the **Update Offices/Roles/Business Functions** link and complete **Steps #7, #8, #9, #13, #14 and #15** to add that facility or campus to the data provider’s account.

9

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.

10

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

Data Provider Summary

Start Date: 01/01/1900 End Date: End Date Data Provider Create User for Data Provider	Name: Alex Karev Title: MD User Address: 100 Front Street Harrisburg, Pennsylvania 17110 User Mailing Address: 100 Front Street Harrisburg, Pennsylvania 17110 Update Data Provider Information	Work Number: - Ext Cell Number: - Home Number: - Ext Fax Number: - Ext E-mail: Akaver@hospital.com Preferred Contact: Update Contact Information	Medical License: MD123456 NPI Number: Funeral Director License: Update Licenses
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Harrisburg Hospital
Alex Karev is authorized to sign for the following events: Death

11

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 the first day of the previous month)

Username:	alexkarev
Password:	*****
Confirm Password:	*****
Temporary Password:	<input checked="" type="checkbox"/>
Login(s) Attempted:	0
Password Expires:	<input type="text"/>
Start Date:	Jan-01-1900
End Date:	<input type="text"/>

When finished, click the **Next** button.

12

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

13

Select User Role:

- Select Default Death Medical Certifier from the **Available Roles**
- Click the **Add Arrow** button

Available Roles		Roles Assigned to the user
Default External Birth Clerk - PA	>	
Default Death Facility User Active	>>	
Default Death Medical Certifier	>	
	<	
	<<	

14

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

Available Roles		Roles Assigned to the user
Default External Birth Clerk - PA	>	Default Death Medical Certifier
Default Death Facility User Active	>>	
	<	
	<<	

15

The Business Functions screen displays. Do not make any changes. Click the **Finish** button.

[Finish](#)

16

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

User Id: 10534 User Name: alexkarev Password Expiration: 11/24/2018 Start Date: 01/01/1900 End Date: Logon Attempts: 0	Name: Alex Karev Title: MD User Address: 100 Front Street Harrisburg, Pennsylvania 17110 User Mailing Address: 100 Front Street Harrisburg, Pennsylvania 17110	Work Number: - Ext Cell Number: - Home Number: - Ext Fax Number: - Ext E-mail: Akaver@hospital.com Preferred Contact:	Medical License: MD123456 NPI Number: Funeral Director License:
Update Login Information	Update User	Update Contact Information	Update Licenses

Harrisburg Hospital
 Alex Karev is authorized to sign for the following events: Death

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

17

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.