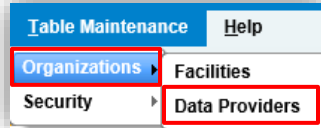


Providing User Access for an Existing Data Provider

1

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



2

Enter the Last Name or License Number.

Search for a Data Provider

Last Name howser	License Number MD082016	Data Provider Type ▼
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Then click the **Search All** button.

Search All

3

If there are no associated facilities or campuses, click the **Last Name** link to display the Data Provider Summary.

Last Name howser	License Number MD082016	Data Provider Type ▼
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Last Name ↓	First Name	Facility	Start Date	End Date	Data Provider Type
Howser	Doogie		1/1/1900		Medical Certifier

Note: If the search results show a facility name or campus association in the **Facility** column, reference **QRS-2027-MC, Associating Your Facility with an Active or Terminated User or Data Provider Account** instead of proceeding here.

4

Click the **Add/Remove Offices** link to begin the process of associating your facility or campus with this data provider.

Note: If any information for this account is incorrect or missing, you must finish the process of providing access to DAVE™ before you can update the account information.

Data Provider Summary

Start Date: 01/01/1900 End Date:	Name: Doogie Howser Title: MD User Address: 111 S Front Street Harrisburg, Pennsylvania 17111 User Mailing Address: 111 S Front Street Harrisburg, Pennsylvania 17111	Work Number: Cell Number: Home Number: Fax Number: E-mail: Preferred Contact:	Medical License: MD082016 NPI Number: Funeral Director License:
End Date Data Provider Create User for Data Provider	Update Data Provider Information	Update Contact Information	Update Licenses

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

Add/Remove Offices

Return

5

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.

Office Type: Hospital ▼

Available Office Affiliations Harrisburg Hospital	<p>></p> <p>>></p> <p><</p> <p><<</p>	Office Affiliations Assigned to the user
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6

Your facility or campus 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 – #3**. Click the **Update Offices/Roles/Business Functions** link and complete **Steps #5 – #7** to add that facility or campus to the data provider’s account.

7

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.

8

When the Data Provider Summary screen displays, click the **Create User for Data Provider** link to give this 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: Doogie Howser Title: MD User Address: 111 S Front Street Harrisburg, Pennsylvania 17111 User Mailing Address: 111 S Front Street Harrisburg, Pennsylvania 17111 Update Data Provider Information	Work Number: - Ext Cell Number: - Home Number: - Ext Fax Number: - Ext E-mail: howser@hospital.com Preferred Contact: E-Mail Update Contact Information	Medical License: MD082016 NPI Number: Funeral Director License: Update Licenses
Harrisburg Hospital Doogie Howser is authorized to sign for the following events: Death			

9

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 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)

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

10

The Name and Address screen displays. Revisions to this information can only be made after user access is created.

Click the **Next** button.

11

The Contact Information screen displays. Enter the following information:

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

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

12

The Licenses screen displays. Revisions to this information can only be made after user access is created.

Click the **Next** button.

13

The Office Affiliations screen displays. Revisions to this information can only be made after user access is created.

Click the **Next** button.

14

The User Types screen displays. Revisions to this information can only be made after user access is created.

Click the **Next** button.

15

Select User Role:

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

16

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

17

The Business Functions screen displays. Do not make any changes.

Click the **Finish** button.

18

The User Summary displays. Review and verify that all of the data provider's information is correct and matches the DAVE™ User Account Request form. 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			

19

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.