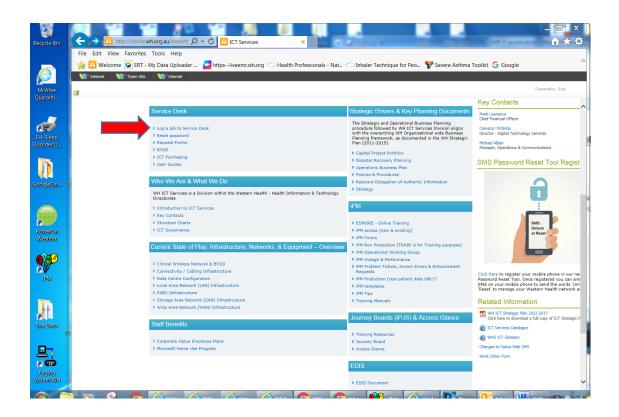
How to create a IT New Access Account for CRA's for EMR & BOSSnet access to ensure limited Read Only access.

Step 1

Access the ICT Help Desk page on the WH Home page.

	📩 🚖	Welcome 📀	orites Tools Help ERT - My Data Uplo	ader 🚾 httpsliveemr.wh	.org 🔿 Health Professio	nals - Nat 🔿 Inhaler Te	chnique for Peo 🎙	P Severe Asthma Tool	kit 🔓 Google		»		
McAfee Quaranti	🚺 Intra	net 📢 Tei	am Site 🛛 🐧 Interne	ŧ						Casanelia, Su	2		
2	Westerr	Health	퇃 inside	•				I Site	: Staff	P	0		
FH-Sleep Disorders1	Home	About Us 🕶	News & Events -	Policies, Procedures & Forms	Department & Services	Quality & Clinical Safety	Education Centre	People and Culture	Phone Directory	How Do I?			
Disorders1	D Quie	cklinks Menu to view popular lin	iks										
	IT Serv		Log a jo	ob to Service De	esk						_		
GoogleChr 2	Libraries		ICT Service	s Service Desk Log a job to S	Service Desk								
RosterOn Western	Self Service Helpdesk System Purpose of this system is that you are able to log calls online instead of contacting the Service Desk via telephone. These calls are then assigned to the service dest of the service of the service dest of the service desk of resolution. Please click here to log a job												
PM													
Sue Does c	Weste	rn Health		Home Content Authors Please note: this informatic		/. The information is only intend	ed as a reference for inte	ernal use at Western Healtt	n				

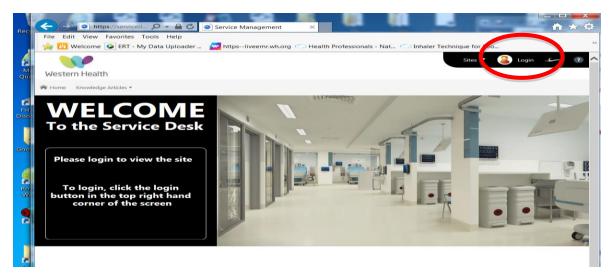
Step 2 Choose Log a job to Service Desk.

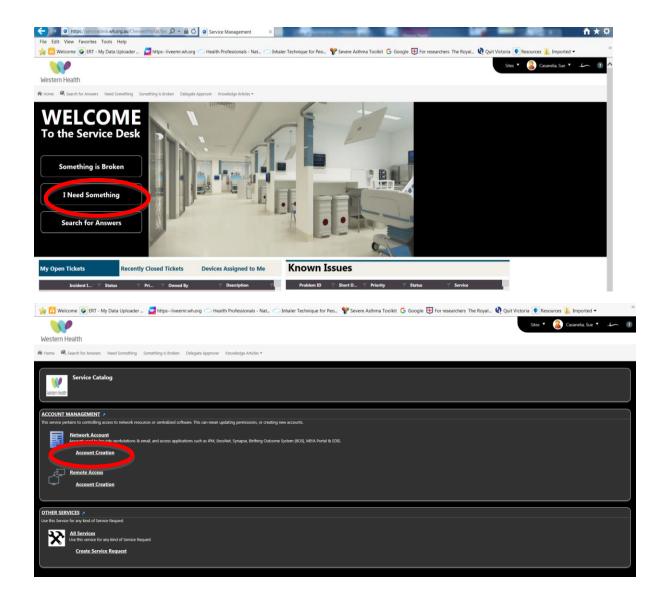


Step 3

Follow the steps below on the Service Desk webpage.

1. Login. 2. Choose *I Need Something.* 3. Network Account, choose Account Creation.





Step 4

Complete the enrolment form, ensuring the correct choices from the sections that have a drop down box as outlined below.

CRA's do not require a WH email account so ensure this is marked NO @wh.org.au REQUIRED

File Edit View Favorites Tools Help	nsliveemr.wh.org 🔿 Health Professionals - Nat 🔿 Inh	aler Technique for Peo 🍟 Severe Asthma Toolkit G Goo	nle 🕂 For researchers. The Royal 🚺 Quit Victoria 🧕	Resources I Impo
			Sites	-
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🖬 Save 🗑 Abandon 🦚 🗙 📓 Lookup 📎 (0)) 🔻 🕪 🔶 Record 1 of 1 🔶 🔄 📑	=		
Account Creation				
Please fill out the following information:				
Request Details		^		
Request Type*	oloyment Status Expected Start Date*	Expected End Date*		
New Network Account	nporary 🔻 dd/MM/yyyy	dd/MM/yyyy		
Have you ever worked at Melbourne, Western or Northen	Do you work at Melbourne	e or Northern Health as well? No *		
Applicant Details				
First Name* Mide	die Name Last Name*			
Blah	Blah			
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	00100100 NO@wh.org.au REQUIRED			
	e Type* Role Detail n Clinical • e.g Research Auditor (n	non-essential text here)		
Campus*	*Phone*			
v				
IPM Access				
iPM - Patient Administration System	Professional Carer (Staff D	iary, Referrals and Theatre)		
Please fill out the following information: EMR Access				
Do you require access to EMR?		<u>^</u>		
Select EMR Role				
Auditor	×			
Clerk - Ward	Select HIM role for EMI	R access		
HIM				
Had_kead				
Medical Officer	~			
Medical Officer - Student				
Other Access				
 BossNet - Digital Medical Record (DMR) System EDIS - Emergency Department Information System 	BOS - Birthing Outcome Sy	/stem		
ICCA - IntelliSpace Critical Care and ICU ICVIS - Intelligent Cardiovascular Information System				

<u>Step 5</u>

Complete your own details in the supervisor section at the end of the form. Then submit.

NOTE: Research site staff are now responsible for ensuring that EMR training is undertaken by CRA's and a record of the training certificates is retained. IT staff no longer undertake this. Training should be completed prior to a request for a New Network Account.

Additionally:

Approval To Examine Records Form should be signed by the CRA & PI and submitted to RGO for approval prior a CRA being provided access to any WH patient records. This can be found on the RGO website in the right hand menu bar at the end of the listed documents (link below) . http://inside.wh.org.au/departmentsandservices/RandD/Pages/Site%20Specific%20Assessment-Multi-Centre%20Research.aspx

Access to UR numbers can be restricted in BOSSnet so Research staff should request access to study participant numbers only for all CRA's via the log a job page (click other services request). There is no mechanism to limit access to particular UR numbers in EMR thus the above procedures & completion of the all forms correctly is important to ensure procedures & processes are followed to safeguard patient privacy.

Document created by Sue Casanelia 18 July 2019