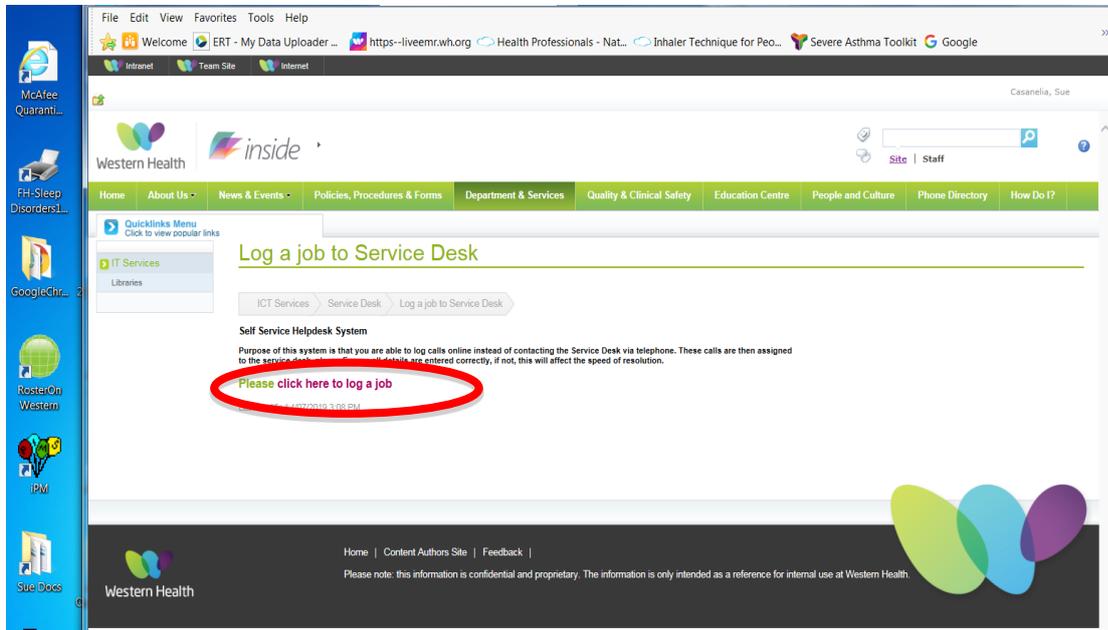


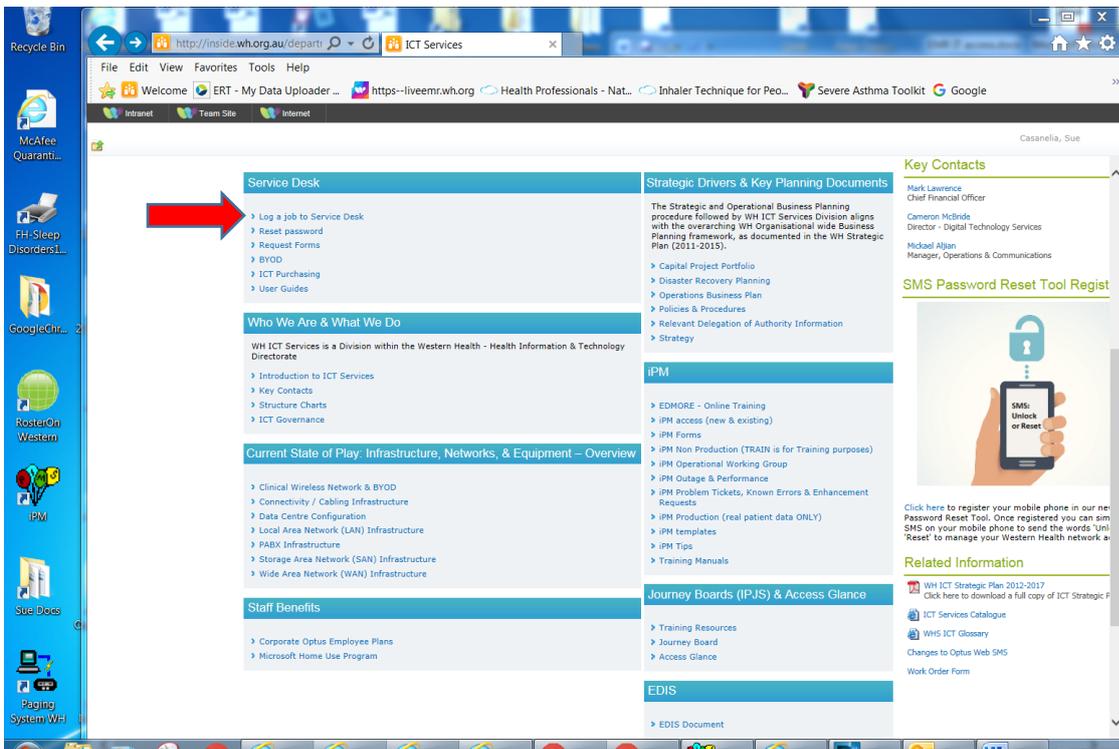
# How to create a IT New Access Account for CRA's for EMR & BOSSnet access to ensure limited Read Only access.

## Step 1

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



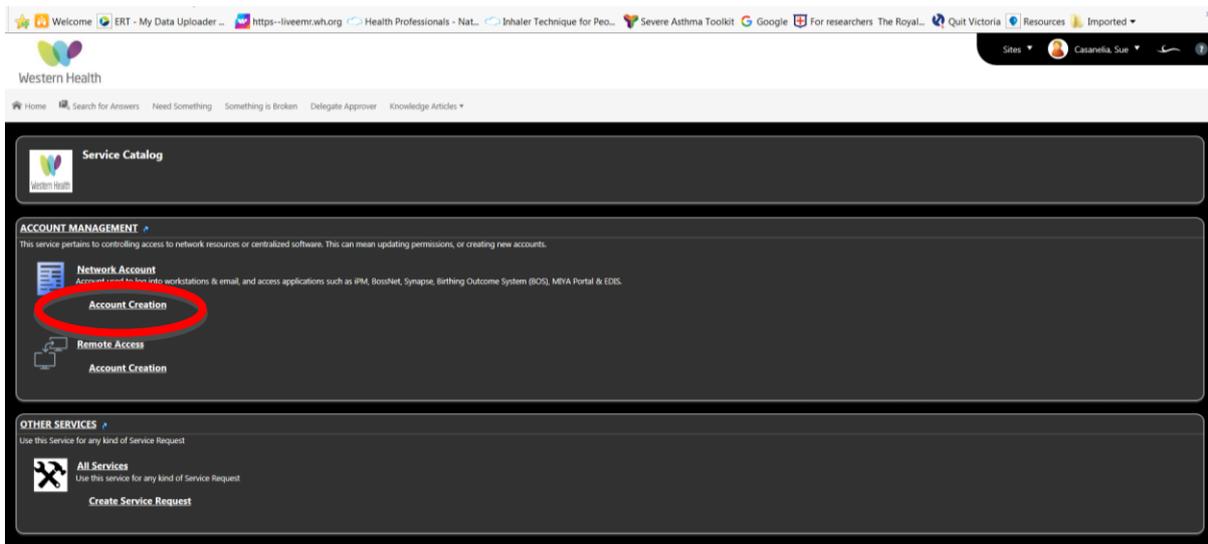
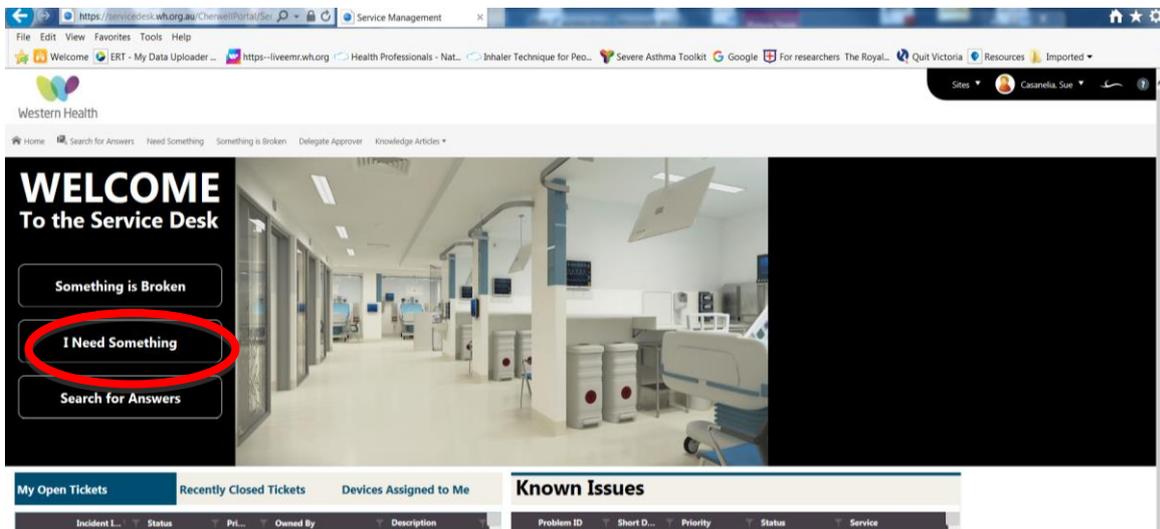
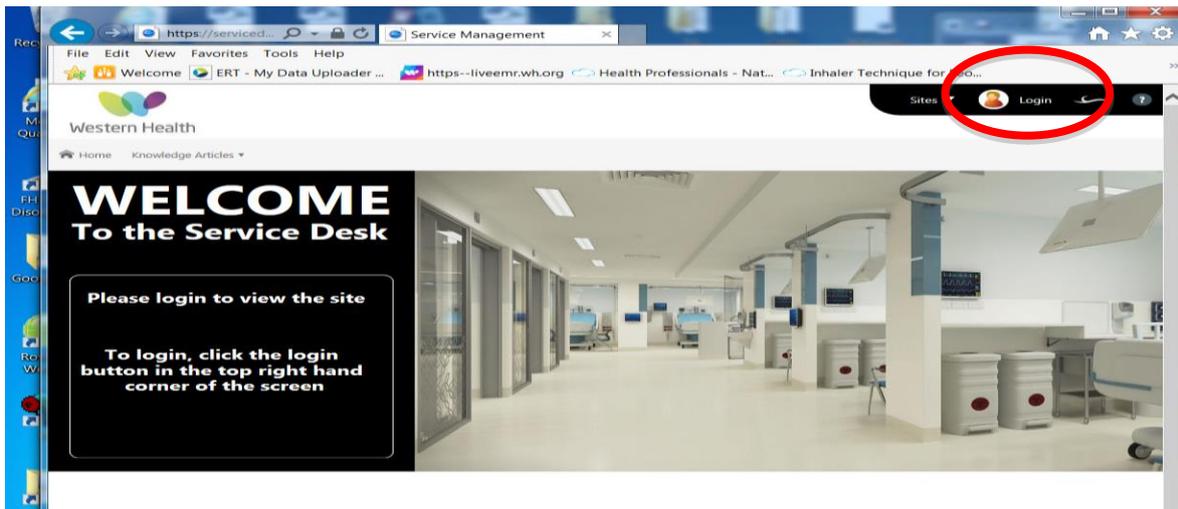
## Step 2 Choose Log a job to Service Desk.



### 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

The screenshot shows the 'Account Creation' form on the Western Health Service Management portal. The form is divided into several sections:

- Request Details:** Includes fields for Request Type\* (New Network Account), Employment Status (Temporary), Expected Start Date\*, and Expected End Date\*. A red arrow points to the Request Type field.
- Applicant Details:** Includes fields for First Name\*, Middle Name, Last Name\*, Employee Number, Mobile Phone\*, Alternate Email Address (NO@wh.org.au REQUIRED), Department\*, Role Type\* (Non Clinical), and Campus\*. Red circles highlight the Employment Status, Alternate Email Address, and Role Type fields. A red arrow points to the Role Type field.
- IPM Access:** Includes checkboxes for IPM - Patient Administration System and Professional Carer (Staff Diary, Referrals and Theatre).
- EMR Access:** Includes a checkbox for 'Do you require access to EMR?' (checked Yes) and a dropdown menu for 'Select EMR Role'. The 'HIM' role is selected and circled in red. A yellow callout box with the text 'Select HIM role for EMR access' points to this selection. A red arrow points to the 'HIM' role.
- Other Access:** Includes checkboxes for various systems like BossNet, EDIS, ICCA, iCVIS, Miya, and PACS. A red arrow points to the BossNet checkbox.

## Step 5

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.