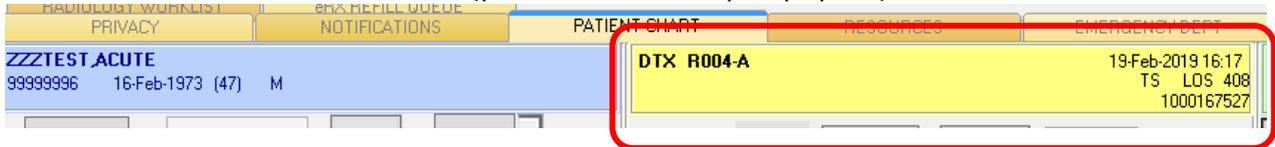


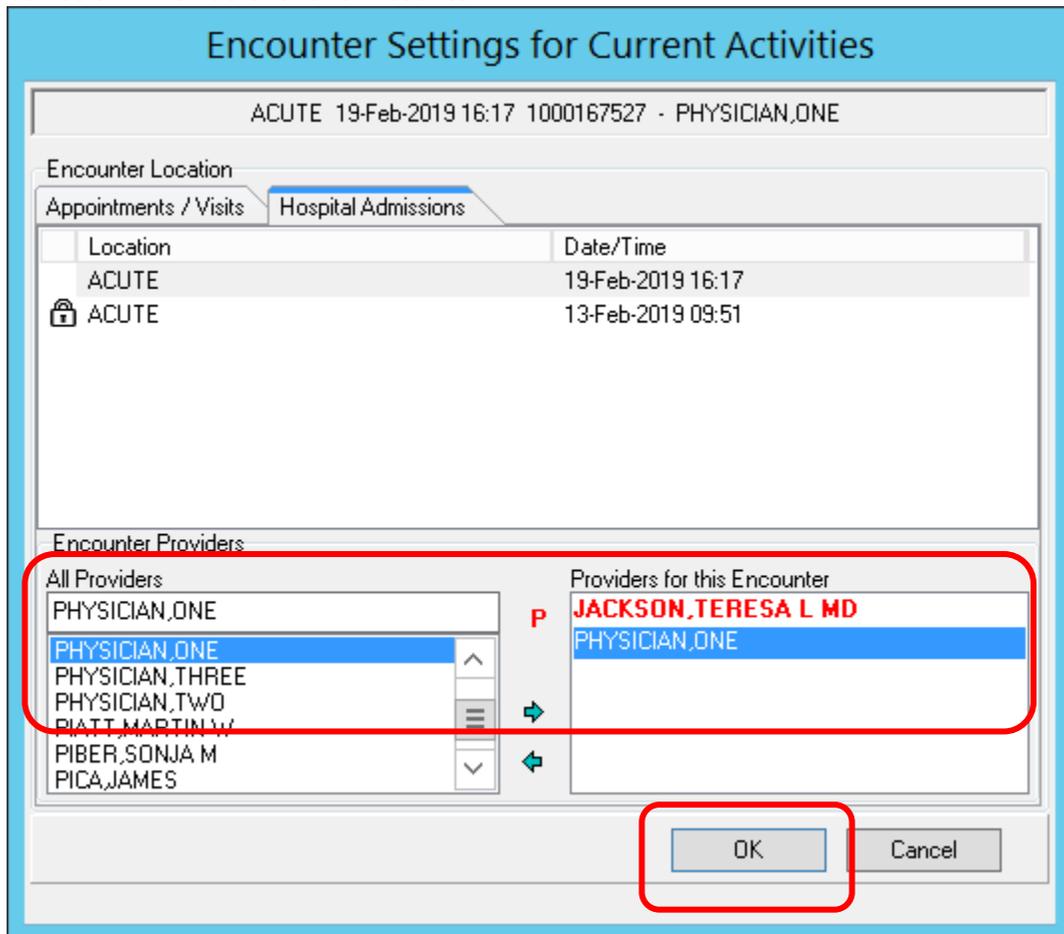
How to add the Provider Security Key to a User

For a user to be considered a provider, they must possess the correct Security Keys. These keys include ORES and PROVIDER. If they do not have the PROVIDER Security Key, they will not be allowed to be an encounter provider, which would not allow them to enter orders under their name.

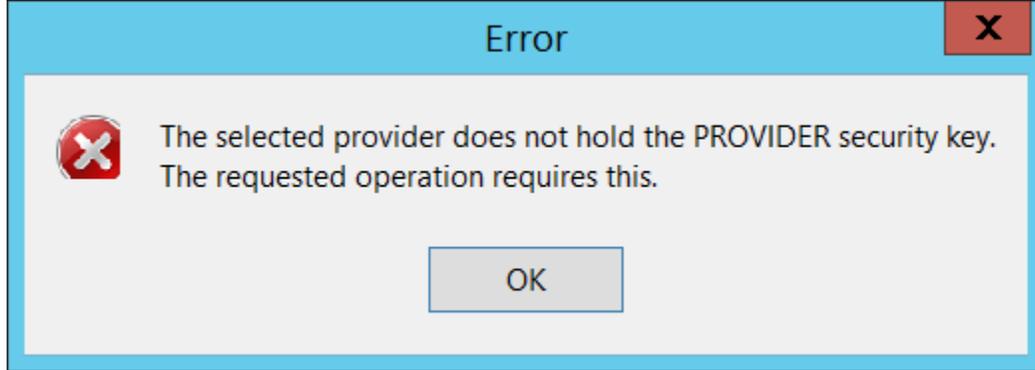
1. Log into CareVue and select an active inpatient. To add a provider as the encounter provider, click in the Visit Encounter box (yellow box, color may vary by site).



2. Type the provider's name in the box below where it says, "All Providers", then select the name by double right-clicking (or single right-click and then click the arrow point right) to move to the box below "Providers for this Encounter".



3. Click OK. Notice it pops-up and error indicating the user does not hold the Provider Security Key.



4. Log into Putty and check the user's menus and keys from the User Inquiry option by following the prompts/highlighted text below. Notice the user does not have the PROVIDER Security Key.

Core Applications ...
Device Management ...
Menu Management ...
Programmer Options ...
Operations Management ...
Spool Management ...
Information Security Officer Menu ...
Taskman Management ...
User Management ...
FM VA FileMan ...
Application Utilities ...
Capacity Planning ...
HL7 Main Menu ...
Test an option not in your menu

Select Systems Manager Menu <DEV> Option: **User Management**

Add a New User to the System
Grant Access by Profile
Edit an Existing User
Deactivate a User
Reactivate a User
List users
User Inquiry
Switch Identities
Clear Electronic signature code
Electronic Signature Block Edit
List Inactive Person Class Users
Manage User File ...

OAA Trainee Registration Menu ...
Person Class Edit
Reprint Access agreement letter

Select User Management <DEV> Option: User Inquiry

Select NEW PERSON NAME: **PHYSICIAN,ONE** op PHYSICIAN **INPUT THE USER'S NAME**

DEVICE: TELNET (80x40)
PHYSICIAN,ONE (#207)

Service/Section: MEDICAL STAFF

ATTRIBUTES

CreatorLEWIS,SHERAN Date entered.....Aug 20, 2014
Mult Sign-on ... Fileman codes
Time-out Type-aheadALLOWED
TitlePHYSICIAN Office Phone
Auto-MenuYES, MENUS GENERATED Voice Pager
Last Sign-on ...Dec 27, 2019 Digital Pager
Has a E-SIGYes Write Med'sYES
NPI Taxonomy203B00000N
Person Class: Physicians (M.D. and D.O.)
Physician/Osteopath

Primary Menu: MSC PHYSICIAN MENU Physician Menu
Secondary Menu(s)

CPRS [OR CPRS GUI CHART] CPRSChart version 1.0.29.21

Keys Held

MSCD MD ACCESS ORES

Patient Selection

Restrict?: NO
OE/RR List:

CPRS Access Tabs

Name Description Effective Expiration

COR CPRS GUI "core" tabs. AUG 20,2014

CPRS Parameter info (User Specific)

5. The PROVIDER Security Key will need to be added to the user's profile. This can be done in Putty by following the prompts/highlighted text below.

- Core Applications ...
- Device Management ...
- Menu Management ...**
- Programmer Options ...
- Operations Management ...
- Spool Management ...
- Information Security Officer Menu ...
- Taskman Management ...
- User Management ...
- FM VA FileMan ...
- Application Utilities ...
- Capacity Planning ...
- HL7 Main Menu ...
- Test an option not in your menu

Select Systems Manager Menu <DEV> Option: Menu Management

- Edit options
- Key Management ...**
- Secure Menu Delegation ...
- Restrict Availability of Options
- Option Access By User
- List Options by Parents and Use
- Fix Option File Pointers
- Help Processor ...
- OPEd Screen-based Option Editor
- Display Menus and Options ...
- Menu Rebuild Menu ...
- Out-Of-Order Set Management ...
- See if a User Has Access to a Particular Option
- Show Users with a Selected primary Menu

Select Menu Management <DEV> Option: Key Management

- Allocation of Security Keys**
- De-allocation of Security Keys
- Enter/Edit of Security Keys
- All the Keys a User Needs
- Change user's allocated keys to delegated keys
- Delegate keys
- Keys For a Given Menu Tree
- List users holding a certain key
- Remove delegated keys
- Show the keys of a particular user

Select Key Management <DEV> Option: Allocation of Security Keys

Allocate key: PROVIDER INPUT THE SECURITY KEY NEEDED

1 PROVIDER

2 PROVIDER ID EDIT IB PROVIDER EDIT

CHOOSE 1-2: 1 PROVIDER

Another key: PRESS ENTER

Holder of key: PHYSICIAN,ONE op PHYSICIAN INPUT THE USER'S NAME

Another holder: YOU CAN ADD ANOTHER USER OR PRESS ENTER

You've selected the following keys:

PROVIDER

You've selected the following holders:

PHYSICIAN,ONE

You are allocating keys. Do you wish to proceed? YES// PRESS ENTER

PROVIDER being assigned to:
PHYSICIAN,ONE

6. Check in CareVue to see if the provider can now be selected with no error. Notice after clicking OK from step 3 above, that they now show as the encounter provider.

