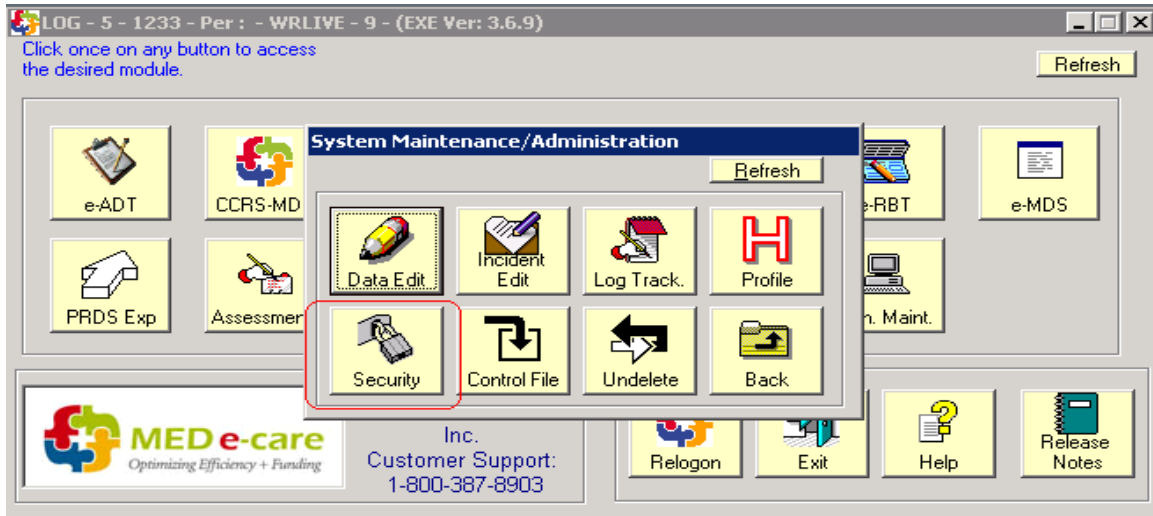
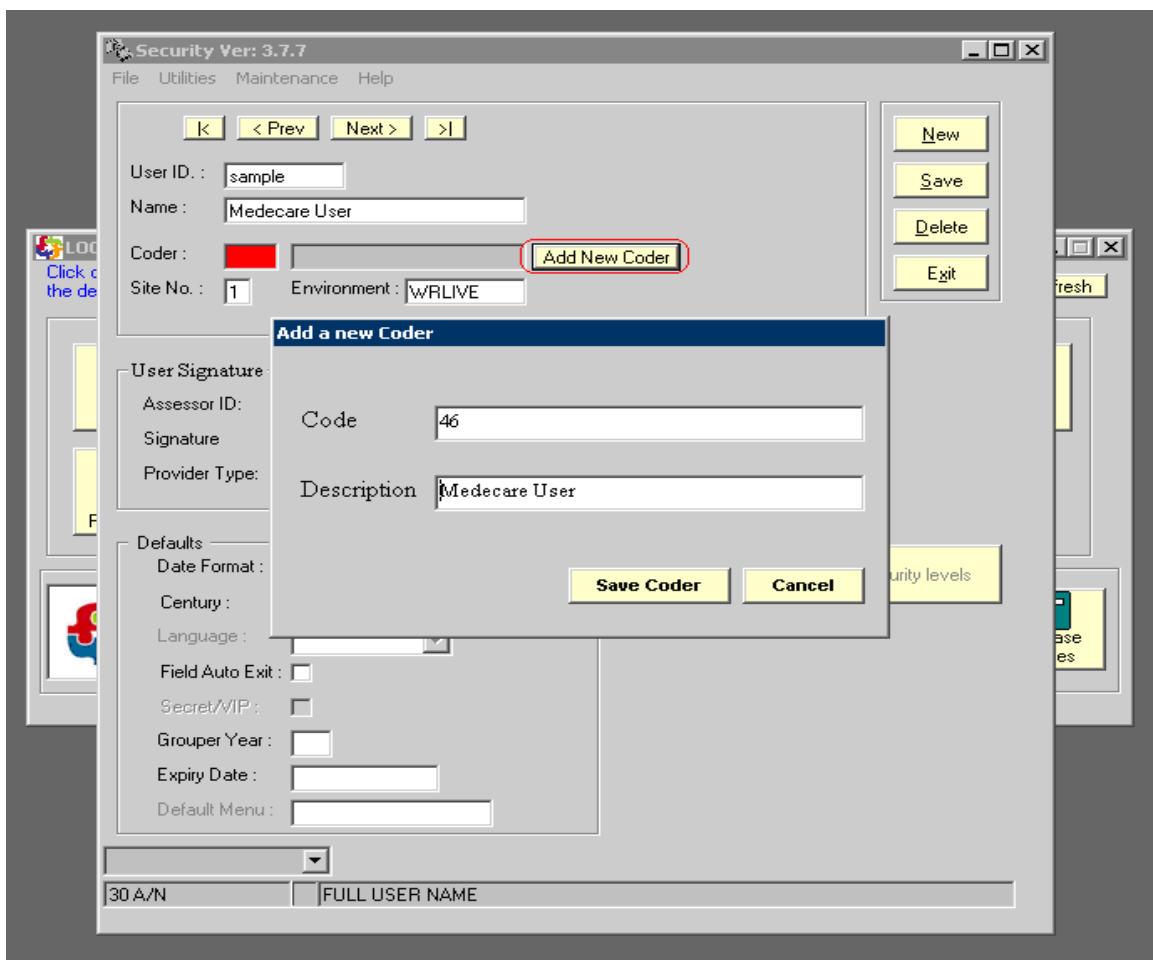


How to create a User account in Mede-care?

1. Click on the System maintenance, then security.



2. Put the username and complete name of the user that you are setting up. For the Coder just click on the Add New Coder and the system will automatically generate a code for that new user. Click on the Save Coder.



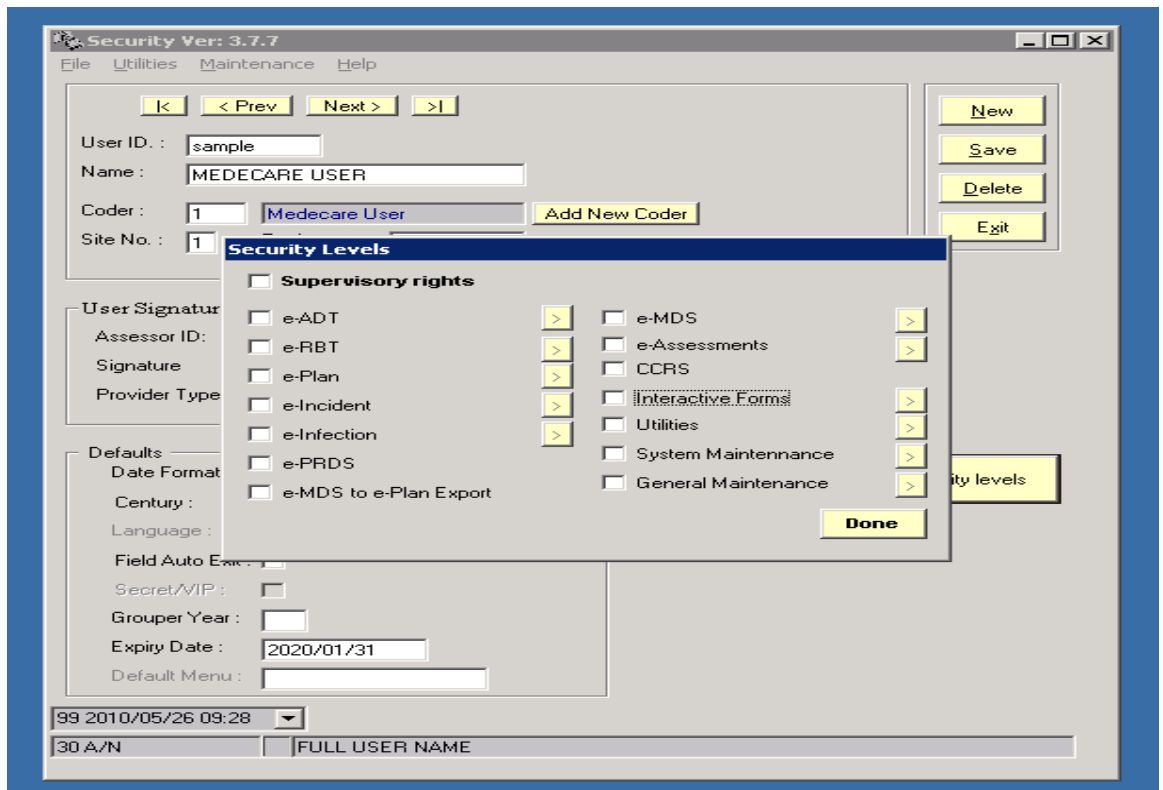
3. Setting up user's signature for the e-Incidents and Progress note section. Click on the Set Next Id and the system will automatically generate the Assessor ID number. Then type in the name of the user under the signature box. On the provider type double click on that area to view the provider type codes.

The screenshot shows the 'Security Ver: 3.7.7' application window. The 'User Signature' section is highlighted with a red box. It contains the following fields: 'Assessor ID' with the value '00330' and a 'Set Next ID' button next to it; 'Signature' with the text 'Medecare User'; and 'Provider Type' with the value '11002' and a dropdown menu showing 'CNA/RPN/LPN'. Other sections visible include 'User ID' (sample), 'Name' (Medecare User), 'Coder' (1), 'Site No.' (1), and 'Environment' (WRLIVE). There are also buttons for 'New', 'Save', 'Delete', and 'Exit' on the right side.

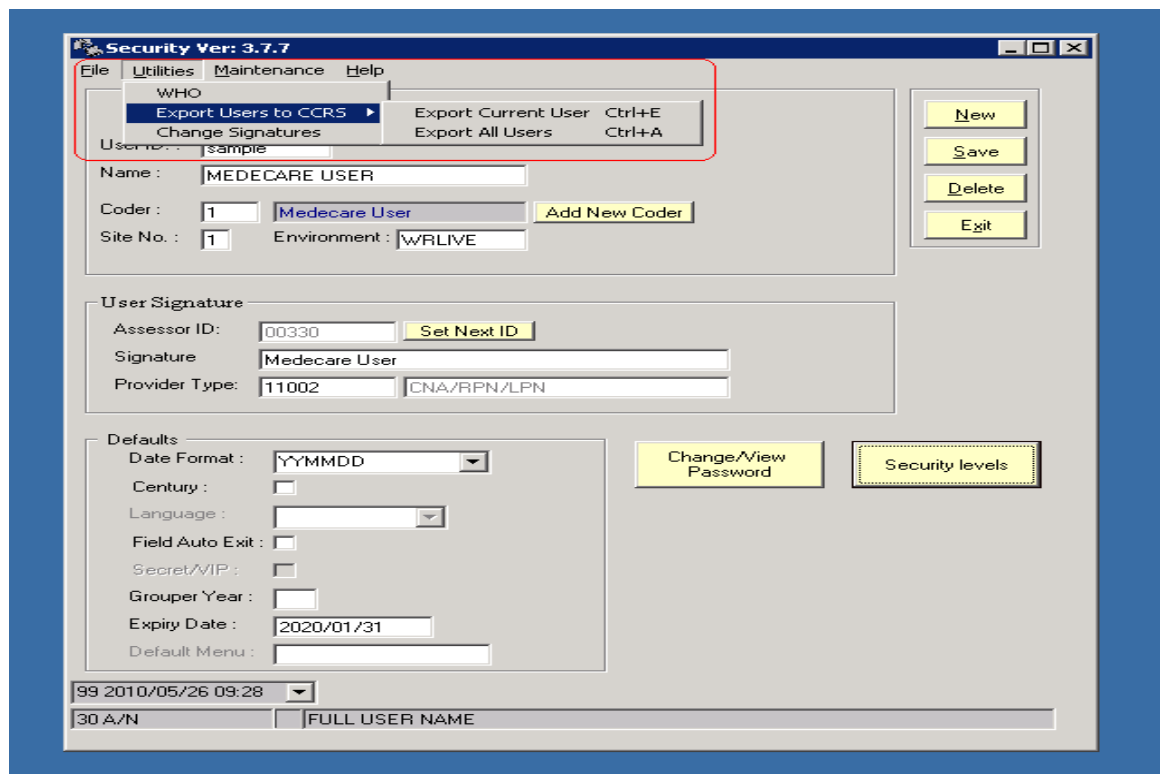
4. Complete all the defaults section and then set up the user's password.

The screenshot shows the 'Security Ver: 3.7.7' application window with the 'Defaults' section highlighted by a red box. The 'Date Format' is set to 'YYMMDD' and the 'Expiry Date' is '2020/01/31'. A 'Change/View Password' dialog box is also highlighted with a red box, showing fields for 'New Password' and 'Verification', both masked with asterisks, and buttons for 'View Current', 'OK', and 'Cancel'. The 'Change/View Password' button in the main window is also highlighted with a red box. The 'User Signature' section from the previous screenshot is also visible.

- After completing the main information save it and now click on the Security Levels then select all the area that you want the new user to be accessing. Then click on Done after you check all the rights for this user. Save it.



- If you assigned this user to work in CCRS you need to export the username to CCRS.(Export current user)



- After the update is completed save and exit.