Northern Light Health

From the Office of Clinical Informatics

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Assigning Employee Permissions

May 6, 2019

Employees must have the right security permissions to use certain features of Staff Manager. Existing employees may have some permissions set by default; however, you must set permissions for new employees. You must also remove permissions from existing employees who should no longer use these features. Employee permissions control access to Opportunities and the optional applications Demand Manager, Outcomes-Driven Acuity, and Assignment Manager.

➢ **Complete the following steps to assign permissions to an employee:**

- From the **Maintain** menu, select **Employee Info.** The Employees dialog box opens.
- Use the right scroll arrow to move to, and select, the **Permissions** tab.
- Assign the following permissions:
  - **Allow selection of shift opportunities in home profile:** Select the check box to let the employee select home profile opportunities.
  - **Allow selection of shift opportunities in other profiles:** Select the check box to let the employee select other (float) profile opportunities.
  - **Read Access to Demand Data:** Select the check box to allow the employee to see the Demand Manager Patient Pattern Management page, the Progress Pattern Library page, and the Administer Patient Progress Pattern window.
  - **Read & Write Access to Demand Data:** Select the check box to let the employee view Demand Manager Patient Pattern Management page; view and edit patient departure and discharge dates and times, library patterns, and care coordinators on the Administer Patient Progress window; and view the Progress Pattern Library page.
  - **Read Access to Acuity Data:** Select the check box to let the employee see the optional Acuity pages Assessment Status and Patient Acuity Assessment History in read-only mode.
  - **Read & Write Access to Acuity Data:** Select the check box to let the employee see and edit the optional Acuity pages Patient Assessment, Assessment Status, Patient Acuity Assessment History, and Patient Assessment Audit. You must check this box for employees who perform acuity assessments and audits.
  - **Read Access to Assignment Manager Data:** Select the check box to let the employee see the optional Assignment Manager pages, such as Patient Assign, Device Assign, Duty Assign, Relief Assign, and Department Assign in read-only mode. Note that the employee can still enter and send messages to caregivers if *iBus* Device Services is configured for the Facility.

- **Read & Write Access to Assignment Manager Data:** Select the check box to let the employee see and edit the optional Assignment Manager pages, such as Patient Assign, Device Assign, Duty Assign, Relief Assign, and Department Assign. You must check this box for employees who will be making patient assignments, department assignments, device and duty assignments, and relief assignments, as applicable. The employee will have the ability to enter and send messages to caregivers if *iBus* Device Services is configured for your organization.

- Click **Apply** to save your changes.
- Click **OK** to close the dialog box.

NOTE: **If an employee has multiple user accounts, a separate permission row displays for each account.**

➢ **How Security Group and Employee-Level Permissions Work Together**

- **Staff Manager** uses the following rules when applying security group and employee-level permissions:
  - **Security Group Permissions** control how users can access data in profiles they administrate. If the users' home or float profiles are not set up as profiles they can manage, and the users only have security group permissions set, they do not have access to the data for their home and float profiles.
  - **Employee-Level Permissions** control how users can access data for their home and float profiles.

NOTE: **If the user has been assigned both security group and employee-level permissions, and their home and float profiles are part of their security group profiles, the permissions defined for the security group takes precedence.**