



Patient Education Solutions

ExitCare® User Security Information Document

Version 7.4 (December 2009)

ExitCare provides optional password protected security. As an aid to those setting up this security system, this document presents brief information about each feature or function that can be protected, as well as a few recommendations to consider. Also, keep in mind that login IDs and passwords are now both case sensitive.

By default ExitCare will automatically set up two users: the Administrator and the Generic User. The Generic User will have all Security functions unchecked. This will allow the Generic User to use ExitCare to create and print a discharge set and to create but not print a prescription. No other access to any other aspect of the program would be available. The Administrator can change what the Generic User has access to. The benefit of this mode is that no user names or passwords are required for the Generic User. When the first user account is created, the security system is activated. All users will then need to sign in with a user name and password, and the generic user will not be available.

Recommendations and General Information

1. Once a "user" (other than Administrator and Generic User) is set up, all users must be provided with a User Name and Password to use the program. AT LEAST THE FIRST USER TO BE SET UP SHOULD BE GRANTED FULL, PERMANENT RIGHTS TO USE EVERY FEATURE AND FUNCTION.
2. **We recommend that you change the "out of the box" Master login password that comes with the AdministratorEC login ID.** Be sure that more than one person has the master password, as we have no programmed way to access your system if it is lost. Logging in as AdministratorEC should always work provided you know the password.
3. We recommend that you set up security, and carefully consider which users you allow to access certain sensitive areas. To facilitate this process, we have highlighted these sensitive areas below in red.
4. An option to individual User ID's and Passwords is to set up a "Group ID". (Note: this is not the Security Group feature to set up Groups with multiple individual user names.) ExitCare allows multiple simultaneous identical logins. For example, the User ID could be "ED Nurse", with a Password of "12345". This makes it easier to log in for several people, but loses some aspects of maintaining an audit trail. In such a case, you could list the discharging Nurse name in the Additional Attending Caregiver field to help maintain an audit trail.

Security System Setup Details

The following is a listing of all features and functions that can be controlled through the **Security System**, including a brief explanation of each feature or function, as an aid to those setting up the security. It is recommended that you use this document as a

template, which you can photo copy and use as a guide for particular individuals or groups.

Note: *DI is used for Discharge Instruction*

- ExitCare Settings** – Checking this box selects all “sub-items” listed below it.
 - Allowed to download and run web updates – Allows user to download and run ExitCare updates.
 - Answer System - Allows user to set default answers to questions that appear on an individual DI (Document Level Answers), and to set default answers to questions that may appear on multiple DI’s (Question Level Answers). It also allows user to modify answers available for particular questions. Finally, it allows user to modify the listing of Follow-up Times when suggesting follow-up care.
 - Allowed to set document level answers
 - Allowed to set question level answers
 - Allowed to modify question answers
 - Allowed to modify Follow-up times
 - Database System – Current functions allow user to: purge files; modify Department names; and install and update the Authorization File. The Department names are used when setting defaults and program settings for Facility, Department, or individual users.
 - Allowed to access purge system
 - Allowed to modify Department Names
 - Allowed to Update Authorization File
 - Doctor System - Allows user to modify (add, edit, activate, deactivate) Attending and/or Follow-up Care Giver information using the Import Doctors Function or a manual, one-at-a-time process.
 - Allowed to modify Attending Caregivers
 - Allowed to modify Follow-up Caregivers
 - Document System - Allows user to activate or deactivate documents; to modify Document Categories (e.g., add your own categories, or deactivate ExitCare-supplied categories); to edit documents; to create new documents; to modify Additional Notes (the user created “library”, if any); to modify Shortcuts (alternate and multiple titles); to add required document(s); and to work with macros.
 - Allowed to Activate/Deactivate documents
 - Allowed to Modify Document Categories
 - Allowed to Edit Documents
 - Allowed to Create New Documents
 - Allowed to Modify Additional Notes
 - Allowed to Modify Shortcuts
 - Allowed to set Required Documents

- Allowed to work with Macros
- Faxing/E-mail System - Allows user to fax and/or email instructions or patient summary/signature pages to some or all persons listed in the Follow-up Caregiver section. (ExitMeds functions are handled separately.)
 - Allowed to Fax
 - Allowed to Email
- History System – Allows user to use the Recent Patients system and/or the Patient Archive system.
 - Allowed to use Recent Patients
 - Allowed to use Patient Archive
- Maintenance System – Allows user to have access to the Maintenance System, including: Changing settings; modifying Security; updating the Authorization File.
 - Allowed to Change Computer/Department/Facility Settings
 - Allowed Access to Security System
 - Allowed to Modify Security Settings
 - Allowed to Modify Security Groups
 - Allowed to view audit log
 - Allow Access to User System
 - Allowed to add new users
 - Allowed to edit users
 - Allowed to deactivate users
 - Allowed to reactivate users
 - Allowed to import users
 - Allowed to reset other users passwords
- General Option System – This group of settings allows the user to make changes at different “levels” within the program options and settings. The Levels to make changes at are: All Facilities and Other Facilities (e.g., for multi-hospital customers); Local Facility; All Departments (e.g., the ED Dept at all Facilities); Other Departments (e.g., ED, OB-GYN, Med/Surg, etc.); and Local Department.
 - Allowed to Make Changes that Apply to ALL Facilities
 - Allowed to Make Changes that Apply to Other Facilities
 - Allowed to Make Changes that Apply to the Local Facility
 - Allowed to Make Changes that Apply to All Departments
 - Allowed to Make Changes that Apply to Other Departments
 - Allowed to Make Changes that Apply to the Local Department
 - Allowed to Change Main Printer
- Print System - This group of settings determines the availability of the Print buttons on the Print screen.
 - Allowed to use “Print and Stay on this screen”
 - Allowed to use “Print and Return to Patient”
 - Allowed to use “Print and Clear Patient”

- Allowed to use "Print and Logoff"

- Macro System - These settings determine the availability of the features under the Macros group on the blue side bar.
 - Allowed to "Load Macros"
 - Allowed to "Save Macros"
 - Allowed to "Save Macro As"

- ExitMeds Settings** – Checking this box selects all "sub-items" listed below it.
 - Allowed to access "ExitMeds" tab
 - Allowed to Access "New Script" Tab
 - Allowed to save med as "New"
 - Allowed to save med as "Current"
 - Allowed to save med as "Stop Taking"
 - Allowed to save med as "This Visit"
 - Allowed to save med as "Pre-Visit"
 - Allowed to Save Drug Defaults
 - Allow to save at the global level
 - Allow to save at the facility level
 - Allow to save at the global department level
 - Allow to save at the local department level
 - Allow to save at the user level
 - Allowed to Deactivate Drug Defaults
 - Allow to deactivate at the global level
 - Allow to deactivate at the facility level
 - Allow to deactivate at the global department level
 - Allow to deactivate at the local department level
 - Allow to deactivate at the user level
 - Drug Summary Tab
 - View Only Access (Note: If any other item in this group is checked, they will override this setting)
 - Allowed to Add/Delete Drug Info Sheets
 - Allowed to check "Patient stated they are not on any pre-visit drugs"
 - Allowed to modify drugs
 - Allowed to print drug report
 - Allowed to export drug report
 - Allowed to Access "Drug History" Tab
 - Allowed to search using all wildcards
 - Allowed to print drug history search
 - Allowed to export drug history search.
 - Allowed to save med as "New"
 - Allowed to save med as "Current"
 - Allowed to save med as "previsit"

- “Patient Medication Schedule” Tab
 - Allowed to view
 - Allowed to edit PMS Data
- “Drug Interactions /Allergies” Tab
 - Allowed to approve interactions/allergies

- PrescriptionPrint System - Allows user to print prescriptions or to print only prescriptions. Note that ExitCare users can write prescriptions (if ExitMeds is an available licensed feature), but can only print them (and thereby make them part of a patient record as well) if so authorized. This allows for supporting clinicians to prepare a script but not necessarily print it.
 - Allowed to Print Prescriptions
 - Allowed to Print Prescriptions Only
 - Allowed to Change Script Printer
 - Allowed to Change script forms when printing
 - Allowed to Fax Scripts
 - Allowed to Email Scripts

- ExitMeds Maintenance System – Allows user to access the ExitMeds back-end Maintenance System. This includes modifying: drug database (e.g., adding or deactivating drugs); drug directions; drug additional notes; drug dosages; drug frequencies; drug pharmacies; and drug defaults. It also allows user to change the prescription page (i.e., select a different prescription form for facility use).
 - Allowed to Modify Drug Database
 - Allowed to Modify Drug Directions
 - Allowed to Modify Drug Additional Notes
 - Allowed to Modify Drug Dosages
 - Allowed to Modify Drug Frequencies
 - Allowed to Modify Drug Pharmacies
 - Allowed to Change Prescription Page
 - Allowed to save/edit Drug Links
- Drug Summary Tab
 - Allowed to save/edit Drug List
 - Allow access to global tab
 - Allow access to facility tab
 - Allowed to change to other facilities
 - Allow access to global department tab
 - Allowed to change to other departments
 - Allow access to the department tab
 - Allowed to change to other facilities
 - Allowed to change to other Departments
 - Allow access to the user tab

Archive Settings – Checking the box(es) under this tab grants user permission to view selected facilities when using the Archive retrieval function.