

POLICY TITLE Creating New User ID's for Anesthesiologists in CPA

AUTHORIZATION

AIMS Working Group

DATE APPROVED

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1. **Purpose:** To provide documentation regarding the steps to be taken when a new Anesthesiologist starts working in Fraser Health and requires access to CPA. Or when an Anesthesiologist moves sites within Fraser Health.

2. **Responsibilities:** (Credentialing, Surgery Information Systems)
 - Credentialing to send Surgery Information Systems the temporary Letter of Appointment
 - Surgery Information Systems to create a user ID in CPA and notify the Head of Department for Anesthesia at the site.

3. **Procedure:**
 - Credentialing to email Surgery Information Systems Support the temporary Letter of Appointment which will include the following information:
 - i. The full name of the Anesthesiologist
 - ii. The site(s) the Anesthesiologist will be working at
 - iii. The MSP number of the Anesthesiologist
 - iv. The effective start date (if applicable)
 - Surgery Information Systems will check to see if the Anesthesiologist is in the Provider Dictionary and has a user ID in Meditech. These will then be used to create the user set up in CPA.
 - Surgery Information System will create a user ID and password in CPA.
 - Surgery Information Systems will email the user ID and temporary password to the Head of the Department.
 - The Head of the Department will send the information to the new Anesthesiologist.