

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

**AUTHORIZATION**

AIMS Working Group

**DATE APPROVED**

June 2013

**DATE REVISED**

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.