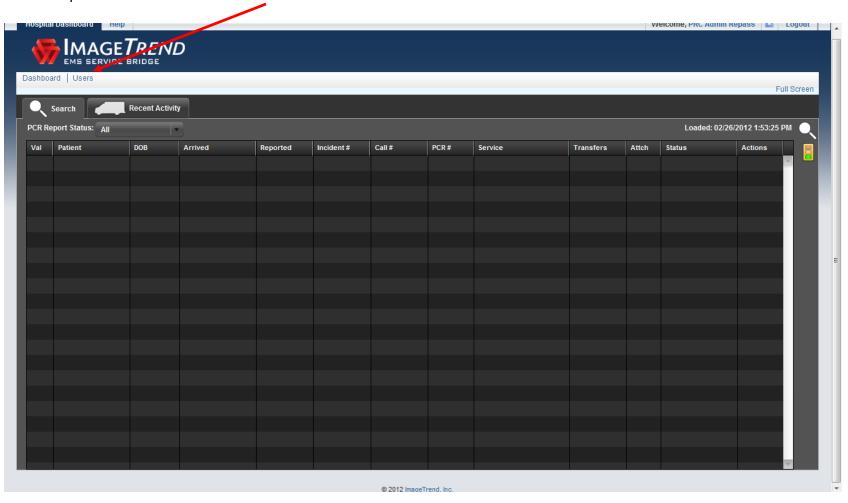


THE HOSPITAL DASHBOARD ADMINISTRATOR SUPPLEMENT MANAGING STAFF ACCESS

Introduction

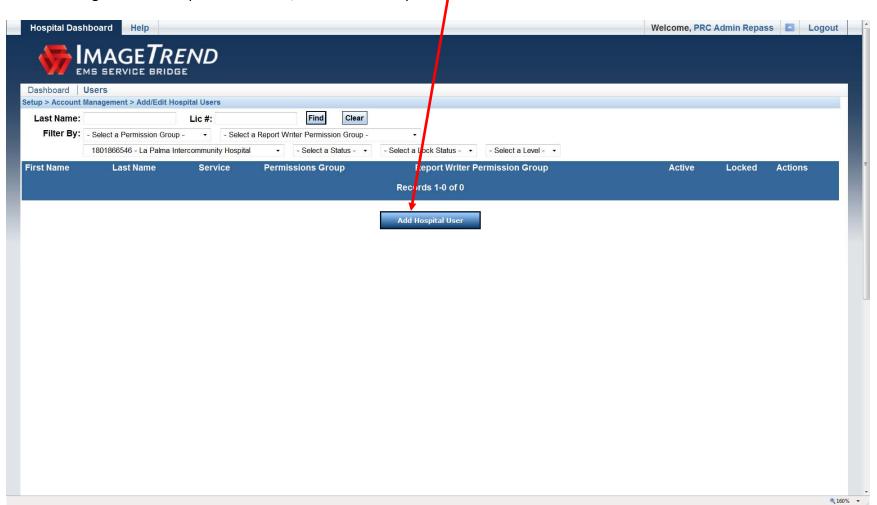
Each hospital will designate the person(s) who will be granted permissions to add, edit, or inactivate their staff's access to the OC-Meds Hospital Dashboard. It is recommended this desgination be limited to individuals who have an administrative function at the specific hospital and have the computer skills to manage these tasks. This supplement provides directions on how to accomplish these responsibilities. The initial designation of Hospital Dashboard Permission must be done by OC EMS staff

The Administrator screen will have the option of accessing Hospital Dashboard users assigned to their hospital. To do so, sign-on to the Hospital Dashboard and select Users

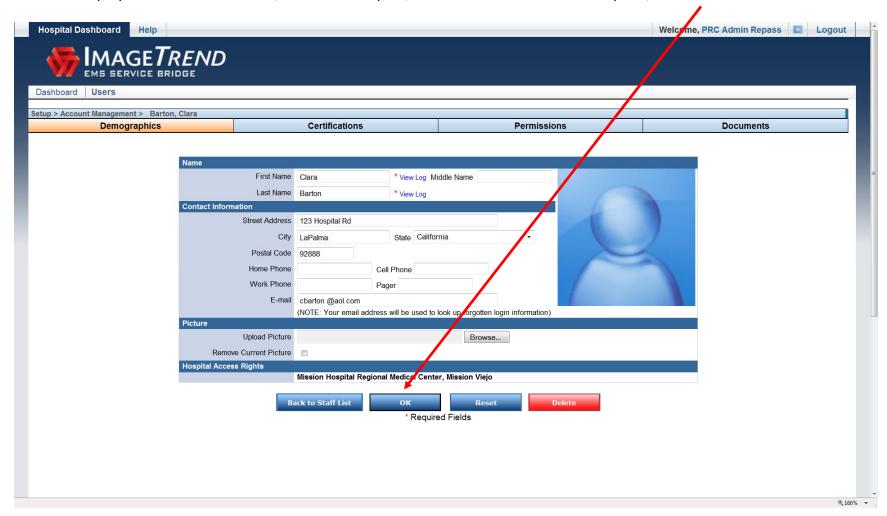


Adding a New User

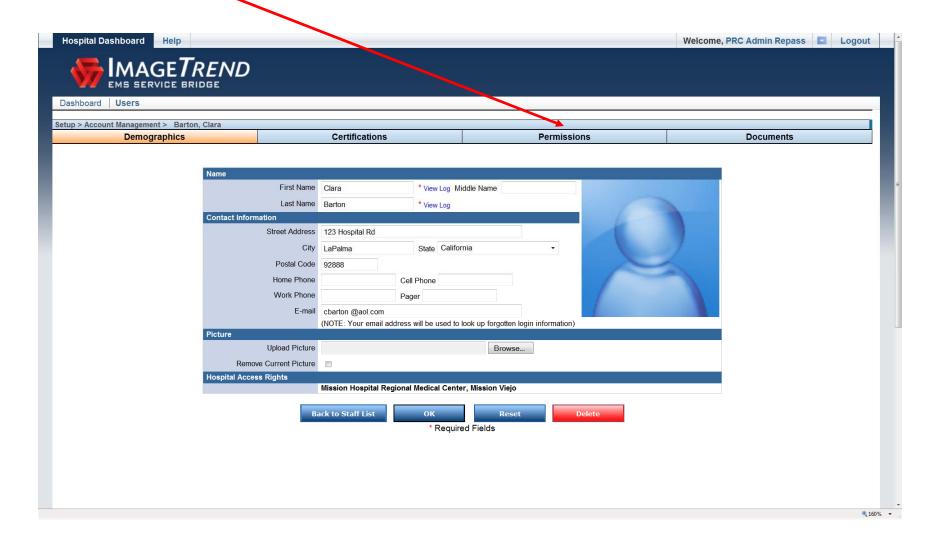
After Selecting Users on the previous screen, click on Add Hospital User



Enter the employee's first and last name, address of hospital, and email address. When complete, Select OK

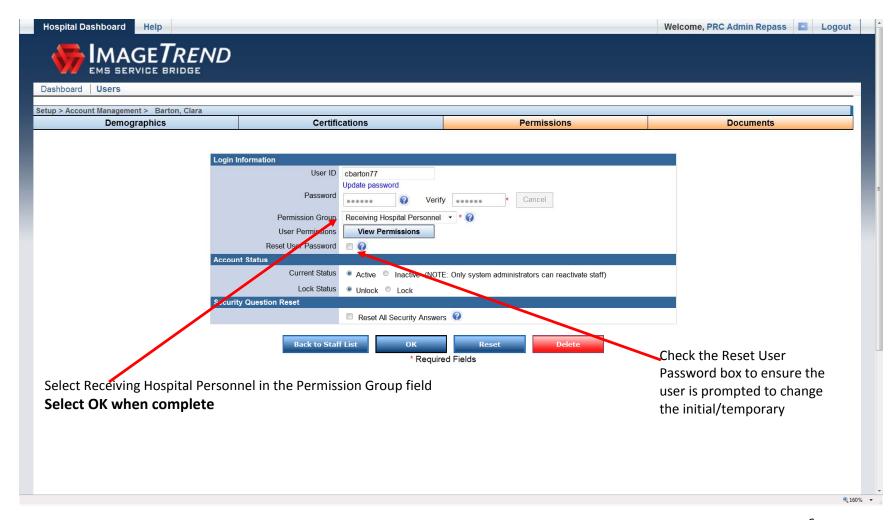


Select the Permissions Tab. Note: The Certifications and Documentation Tabs have no applicability to the Hospital Dashboard program.

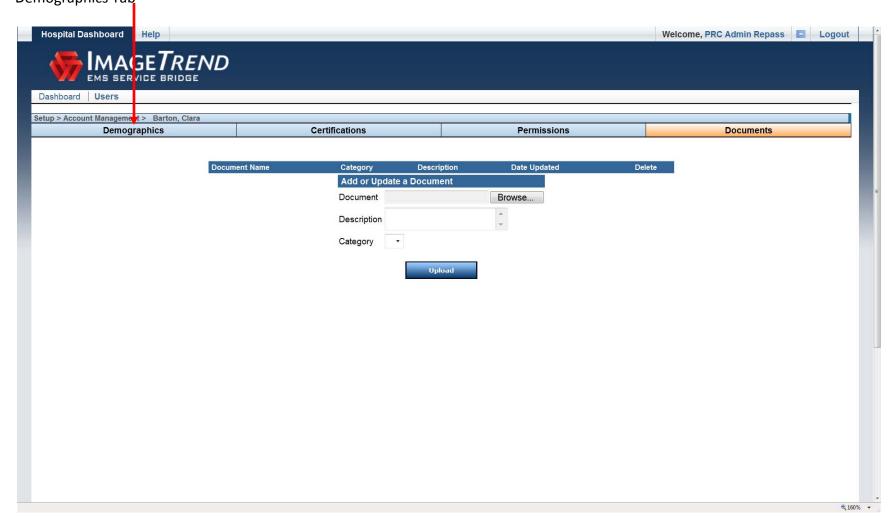


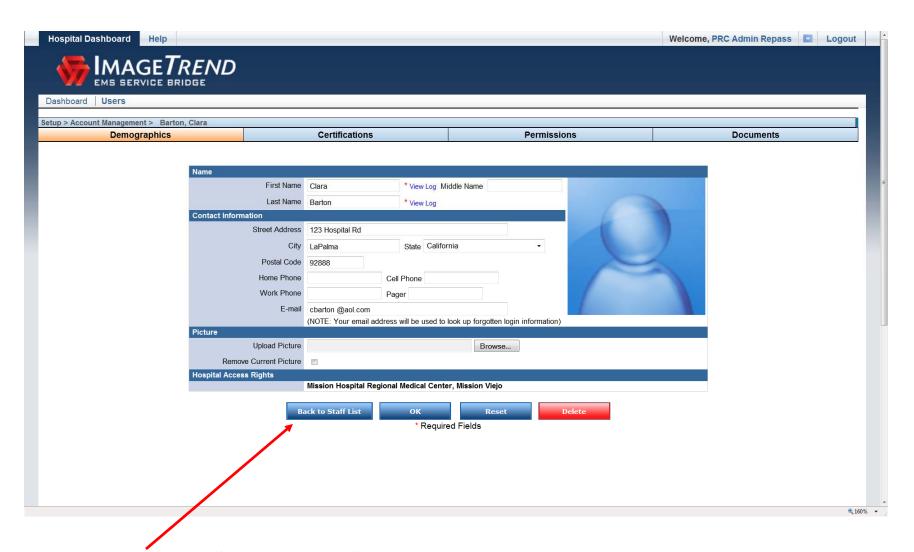
Enter the unique User Name for each employee. This should be the first initial followed by their last name and the OC EMS numerical ID of the hospital (See Page 13). The hospital number identifier after the user name is essential due to the number of persons who work at more than one facility. If more than one employee has the same first initial and last name, the Administrator may add any additional unique characters for one or both of these employees. The initial temporary password is must be a minimum of five (5) characters in length and must include one capital letter and one number; e.g. Welcome1. The password must be entered twice for verification.

Note: Once the password is entered and verified, the number of ●●● visible in Pasword box will not represent the length of the password.



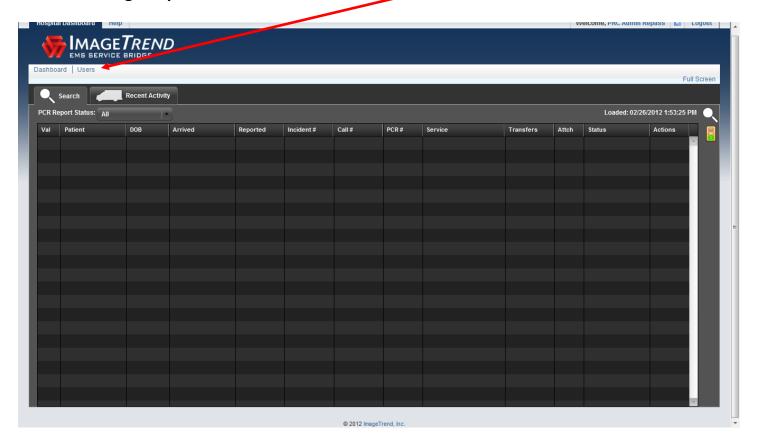
The program will automatically move to the Documents tab, which has no applicability to this Hospital Dashboard. Select the Demographics Tab



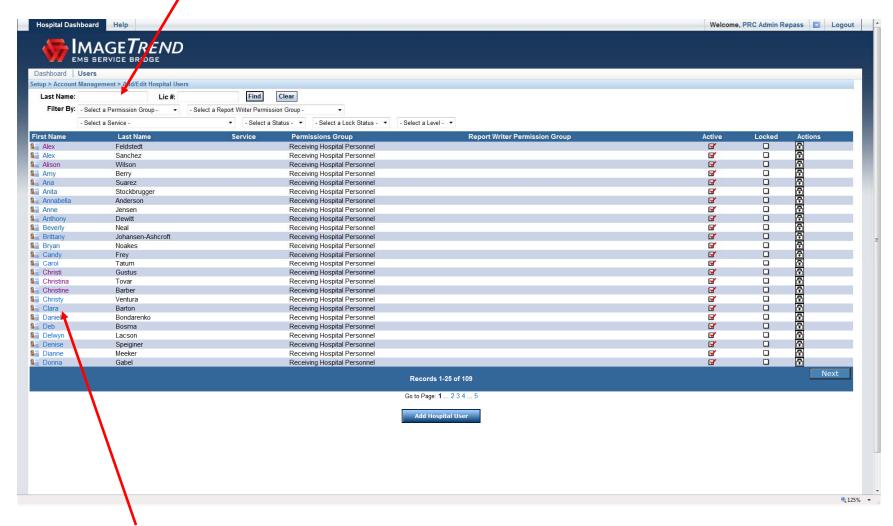


Select Back to Staff to add additional Staff members as needed, or Log out if no additional entry is needed.

Edit an Existing Hospital Dashboard User: Select Users

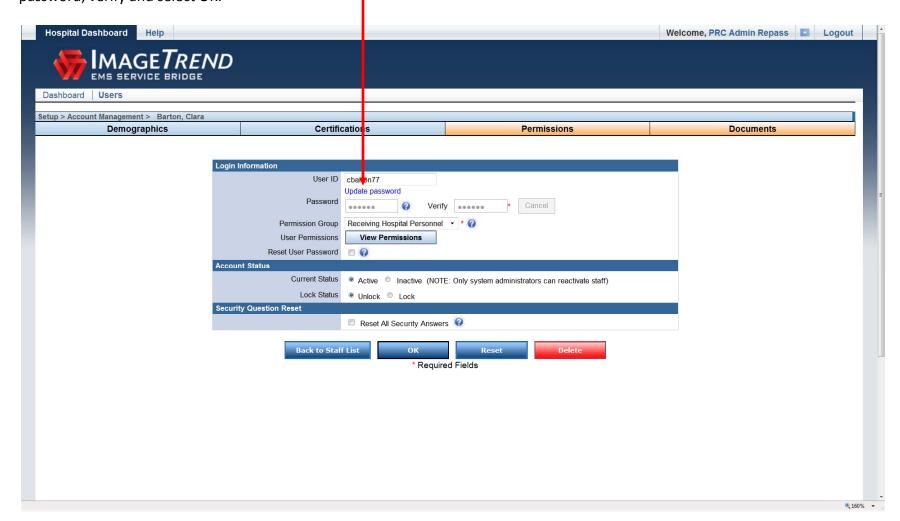


Search for employee by Last Name

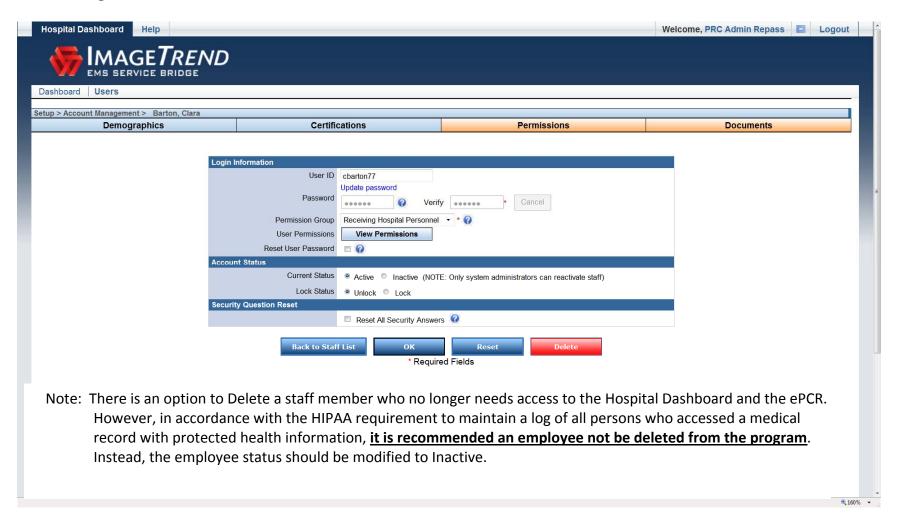


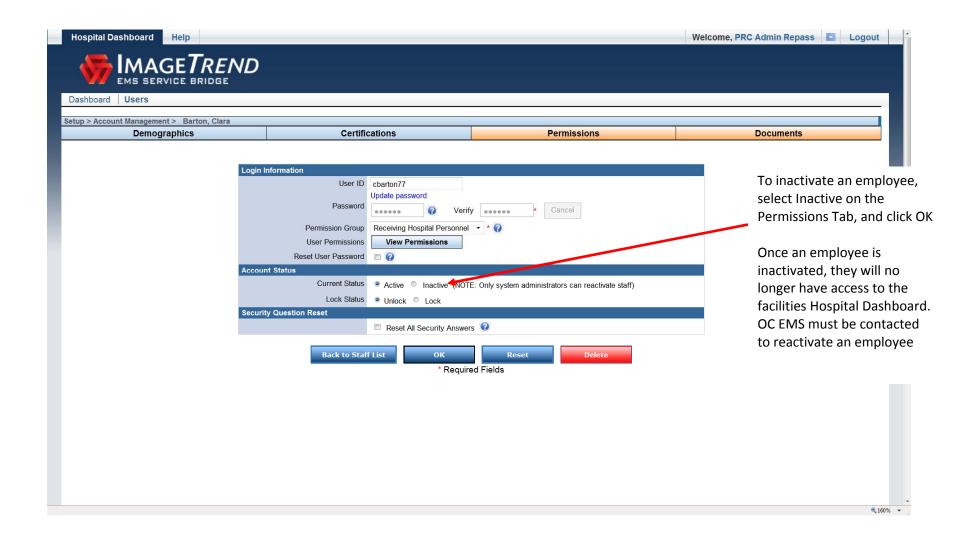
Select the hyperlinked (blue or pink lettering in color) portion of the name of the staff member that requires editing. Make the desired modifications on the Demographics or Permissions tab. Always selct OK to save the information before leaving the page.

To modify the password, first click on the Update password option to gain access to the password fields. Enter the new password, verify and select OK.



Inactivating Staff: Search and select employee to be inactivated as done for editing-see page 10





Reference: OC EMS Hospital Numerical Designator:

Hospital	Hospital Designation #
Anaheim General Hospital	01
Anaheim Memorial Medical Center	02
Chapman Medical Center	05
Coastal Communities Hospital	15
Fountain Valley Regional Hospital	07
Garden Grove Hospital and Medical Center	19
Hoag Memorial Hosp. Presbyterian-Newport Beach	09
Hoag Memorial Hosp. Presbyterian-Irvine	58
Huntington Beach Hospital	10
Kaiser Permanente-Anaheim	04
Kaiser Permanente-Irvine	57
LaPalma Intercommunity Hospital	12
Long Beach Community Hospital	53
Long Beach Memorial Medical Center	34
Los Alamitos Medical Center	13
Mission Hospital Regional Medical Center-Mission Viejo	17
Mission Hospital Regional Medical Center-Laguna Beach	25
Orange Coast Memorial Medical Center	38
Placentia-Linda Hospital	20
Saddleback Memorial Medical Center-Laguna Hills	21
Saddleback Memorial Medical Center-San Clemente	24
St. Joseph Hosptial	22
St. Jude Medical Center	23
UCI Medical Center	27
West Anaheim Medical Center	28
Western Medical Center-Anaheim	30
Western Medical Center-Santa Ana	29
Whittier Pres.	55