

Access: Applying for Dual ieMR Access

Quick reference guide

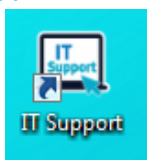
ieMR dual access is requested through the *IT Support*, and an active ieMR account is a prerequisite.

This is designed for users who work across multiple specialties or ieMR Sites to change their position on a regular basis.

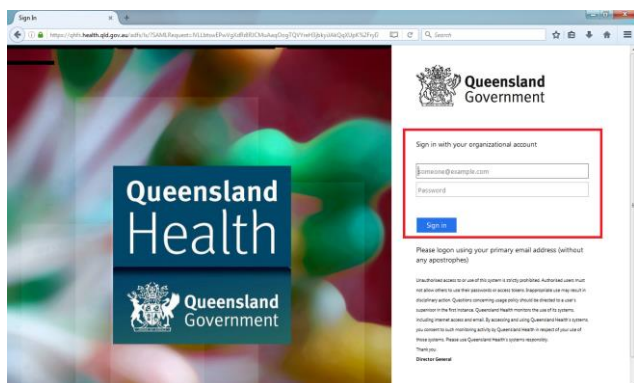
Users no longer need to go to IT to make this change. *MyExperience User Console* allows users to switch their access on their own.

Adding Dual Access to an existing ieMR Account

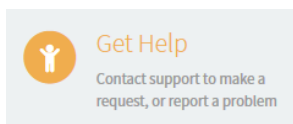
1. Select the *IT Support* icon on the desktop.



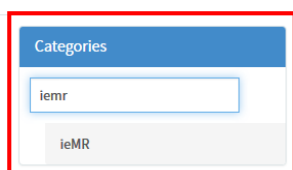
The *Queensland Health IT Support* site will open in Mozilla Firefox.



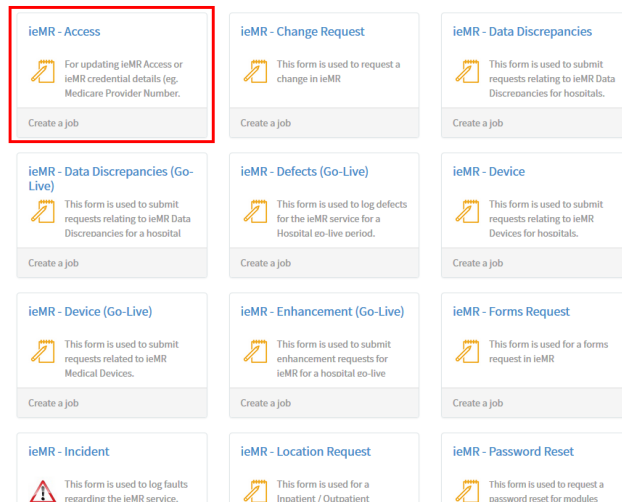
2. If required, log in using your work email address or *QH[Novell username]*
3. Click the yellow *Get Help* button



4. Search for *ieMR*

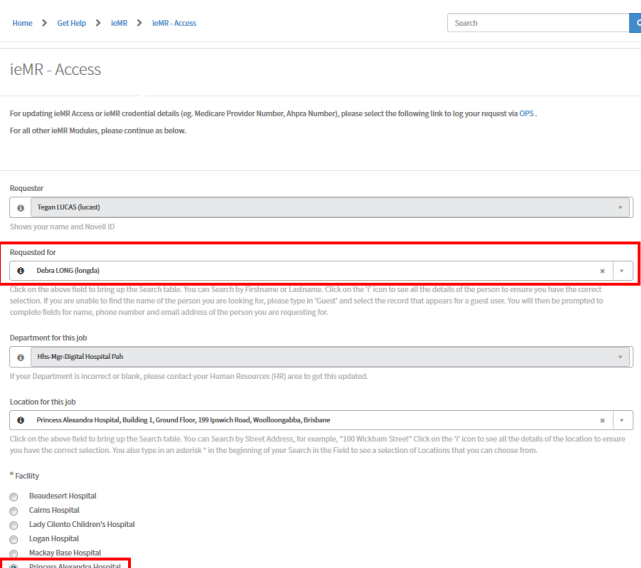


5. Select *ieMR – Access*



Key fields to be completed

- *Requested For:* the clinician requiring the Dual Access
- *Facility:* where the clinician will be working
- *What area of the system do you require assistance with:* Other
- *What other area of the system do you require assistance with:* ieMR – Dual Access
- *Do you have a Novell account:* Yes and Enter Novell User Name of Clinician
- *Access to system:* I can't access what I need
- *What is your access concern:* e.g. Jane Smith is currently an Enrolled Nurse at PA and is doing a placement as R4 Student Nurse at PA from 1/01/17 -15/01/17. Dual Access required.
- Complete the other details as required.



*What area of the system do you require assistance with

FetalLink
 Kofax
 PIE(DA2)
 Other

What other area of the system do you require assistance with

ISMR - Dual Access

Do you have a Novell account

Yes
 No

Please provide your Novell User ID

smithj

*Access to system

I can't access at all
 I can't access what I need
 Clinicians Barcode
 Tap On Tap Off

What is your access concern

e.g. Jane Smith is currently an Enrolled Nurse at PA and is doing a placement as R4 Student Nurse at PA from 1/01/17-15/01/17. Dual Access required.

Ward/ Location

e.g. WSA

Has the job been completed

Yes
 No

Does this job raise any concerns about patient harm or potential patient harm

Yes
 No

1. Click **Submit**

MyExperience User Console

MyExperience allows users to change their role 'on the fly'. This functionality applies to: Administration, Allied Health, Doctors, Registered and Enrolled Nurses.

To switch between available positions:

1. Log in to *PowerChart* with your Novell user name and password

The default opening destination in *PowerChart* is based on the most recent position of the user; for example, for an Admin Officer the *PowerChart* will open by default on *Message Centre*.

2. Click *MyExperience User Console*

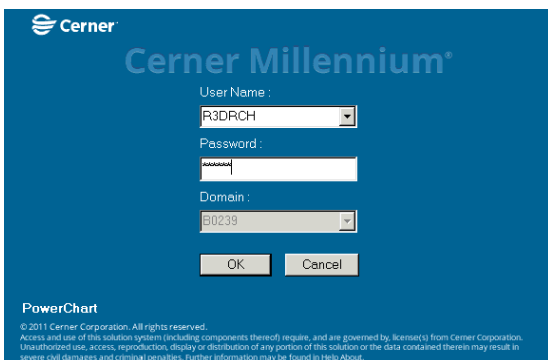
3. Select the new position from the *My Available Positions* list

4. Click **Save**

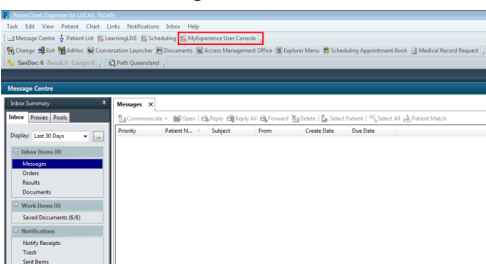
5. Log out of *PowerChart* for the position change to take effect

6. Click **Log out**

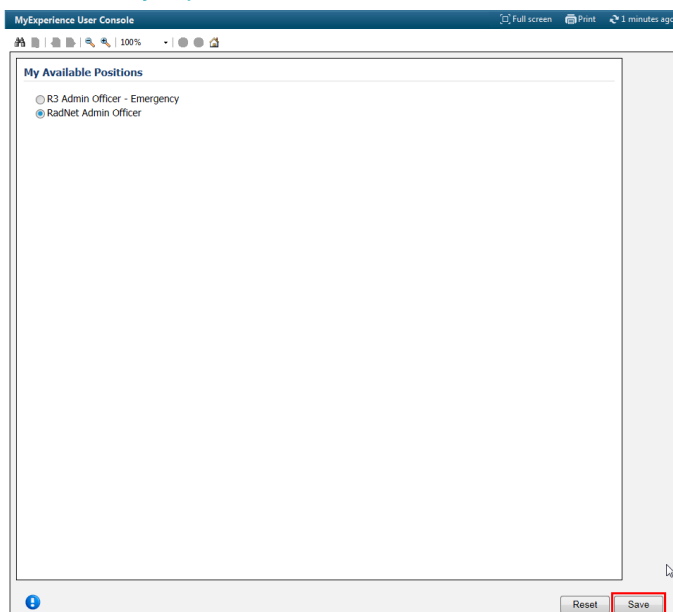
7. Log in again to *PowerChart* as per usual



PowerChart will open to the default home page of the selected access, for instance on *Message Centre* with the *MyExperience User Console* configured to a RadNet Admin Officer



8. To check which role you are currently logged in click *MyExperience User Console*



You can toggle between available roles at any time.



PowerChart will always open using the most recent position selected.