


Access: Applying for R4 Auditor ieMR Access

Quick reference guide

R4 Auditor access is requested through the IT Support application. Please note that an active ieMR account is a prerequisite.



Contact HIMS to activate the R4 Auditor role for a new monitor.

This role is designed for monitors who require a patient list within the ieMR, but do not have permission to view patients outside the designated study.

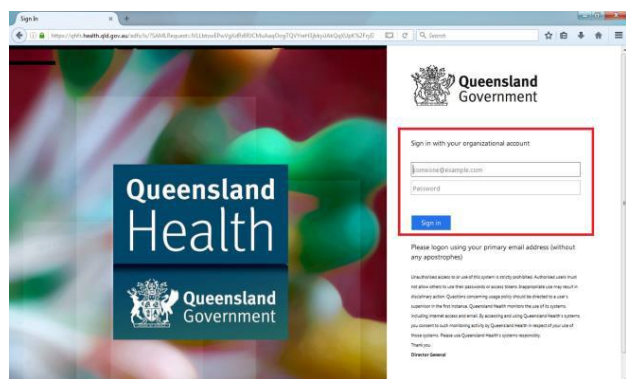
To apply for access, users can contact IT Support on 1800 198 175 or via the IT Support icon on the computer desktop.

Adding R4 Auditor Access to an existing ieMR Account:

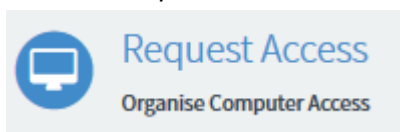
1. Select the IT Support icon on the desktop



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] and password.
3. Click the Request Access button



4. Select ieMR – Access

EDIS - Campus Change This form is used by authorised Campus Administrators to request Create a job	EDIS - Dual / Multi Campus Access This form is used to request multi campus access within EDIS (Emergency Department) Create a job	ieMR - Access For updating ieMR Access or ieMR credential details (eg. Medicare Provider Number). Create a job
EDIS - Extend Account Expiry This form is used to request an extension of User account expiry dates for EDIS Create a job	MOSAIQ - New User Access This form is used to apply for access to MOSAIQ, specifically for CIRCS (Central Interrelated) Create a job	HP Enterprise Records Manager - Provisioning Request This form is used to request new user access to HP Create a job
EDIS - New Campus Administrator This form is used by Campus Administrators to request access to EDIS (Emergency) Create a job	IMHRRR - New User Access This form is used to request new user access to IMHRRR (Interrelated Mental Health Data) Create a job	QRIS - New User Access This form is used to request access to QRIS (Queensland Radiology Information) Create a job

Doctor

Nurse

Allied

Admin

Key fields to be completed

- Requested For: the clinician requiring the R4 Auditor 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 – R4 Auditor 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 requires R4 Auditor access.
- Complete the other details as required

5. Click *Submit*

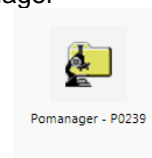
Once the R4 Auditor role has been applied to your account, open the PowerTrials module and complete the following steps:

Role Assignment

Make sure the monitor has been allocated to the correct study within POManager.

This can be done using the following steps:

1. Log into POManager




2. With your protocol selected, click the Role Assignment icon from the toolbar.



The Roles associated with window will open.


3. Select the Monitoring Officer role from the Role name drop down menu.



Roles correspond with the actions and activities the user is authorised to complete within POM and PPM.

3. Select the appropriate role type:

Personal: Role being assigned it so a person

4. Begin typing the person name
 5. Use the magnifying glass icon if required.
 6. Leave *Position* blank.
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Adding a *Position* will allow all users with that position/role the ability to view or modify your protocol within *POM* – ensure the *Position* field is left **blank**.
7. Click the *Organization Search* icon.
 - The *Organization Search* window will open.
 8. Type Organisation details in the name field.
 9. Click *Search*. A list of matching results will display.
 10. Select the correct Organisation from the list of results.
 11. Click *OK*.
 12. Click *Add*.



The Person/Organisation has now been assigned a role within the protocol.

The monitor will then be able to log into Patient Protocol Manager (PPM), and access the appropriate study, including the patient list.



Launch PowerChart

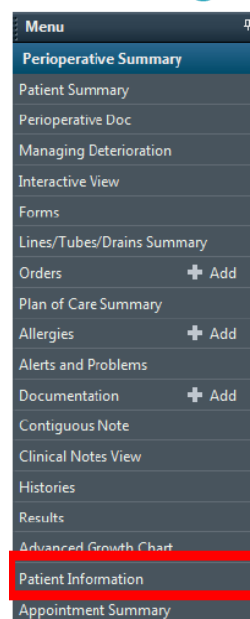
A patient's *PowerChart* can be accessed from *PPM* using one of the below options:

Highlight a patient's name, and click on the  toolbar –or Right click on the patient's name and select 

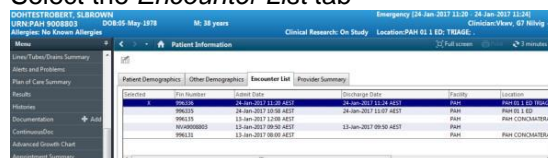
Switch to Correct Encounter

Launching *PowerChart* in this way will take you to the patient's most recent encounter, which may not necessarily be the correct encounter. To switch to the correct encounter, perform the following steps:

1. Select *Patient Information* from the Menu



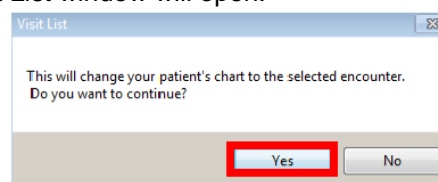
2. Select the *Encounter List* tab



3. Double-click on the correct encounter, checking the following:

- Facility
- Patient Location (clinic or ward)
- Encounter Type
- Encounter Start Date/Time


The *Visit List* window will open.



4. Click Yes

The *Patient Banner Bar* will now display the encounter details selected.



To go back PPM to enter the next patient's chart, press the EXIT button  on the toolbar. The Cerner Login window will pop up. Press Cancel to close the Login window. And select the next patient from PPM.