

MULTI-ACCESS SECURITY

USERNAME ID

Security for Multi-ACCESS is maintained and tied to system logins. Username system logins are assigned by the Multi-ACCESS administrator. The username consists of the first letter of your first name and first five letters of your last name in lowercase letters. If there is a conflict with a current user a number is attached to the end of the five letters: ie: dbrown dbrown2

PASSWORDS

Passwords and access levels determine which functions users access. This ensures confidentiality and lets Radiation Therapy Management determine which functions an individual may use. Multi-ACCESS security is password-driven. Each system user will assign his/her own password. When you sign on for the first time, type “pass” at the password prompt. Press return. Then left mouse click on “ok.” Re-enter “pass.” Tab to the next space and enter your PASSWORD (between 8 & 15 characters with at least one non alpha character). Press return. You must re-enter your new password and press enter. It will prompt you to login again. You may later change your password by logging in using your old password and then go to “File” and click “Login” and once you enter your username and password click on the password button to the right and repeat the above process. Be advised not to change your password unless there is a strong need or unless you are prompted to. Pick something that is easy to remember. If you forget your password you must notify a Multi-ACCESS administrator. Multi-ACCESS personnel will reset your password to “pass” and you must enter a new password. You MUST "sign-on" to the system and change your password immediately. No one but you knows your password. It is your responsibility to keep your password secure. Your password should not be written down. In order to be more HIPAA friendly, enhanced password security is in effect which forces the user to change passwords every 30 days. The user is not allowed to use the last 8 passwords. Also the system will notify the appropriate staff when an invalid user ID has been entered 5 times in a row from the same workstation.

After 5 attempts to login with an incorrect password, the system will lock out the user. The user will not be allowed to attempt another login until 30 minutes has passed. If the user needs to reset his or her password, a Multi-ACCESS administrator will need to be contacted.

ACCESS LEVELS

Each user is set up with an access level that is maintained by the Multi-ACCESS administrator. Multi-ACCESS menus and functions have the following access levels: Administrator, Billing, Clerical, Dosimetrist, Nurse, Physician, Physicist, Resident, System Manager and Therapist. These access levels are assigned by an Multi-ACCESS administrator. These access levels are essential to maintain the security of the system. Each radiation Therapy employee is tied to a access level in accordance to their job title and job functions. The Multi-ACCESS administrator has access to all functions available

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on the Multi-Access system. This includes system configuration, user access, order entry, form design and word processing utilities, patient scheduling, film management, transcription, history information, reports, and system monitoring functions.

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