**User Registration**

**Functional Requirements:**

* System-based user registration (login/registration)
* Registration fields required:

**Personal Information**

* + First Name
  + Middle Initial (optional)
  + Last Name
  + Suffix e.g. Jr., Sr., II, III, IV etc. (optional)
  + Post Nominal: MD, RN, ECE, RPh, RND etc. (Optional)
  + Email Address
  + Mobile Number

**Designation / Position**

* + Committee (if selected, selection of Division and Department shall be disabled)
    - Forms
      * Chair
      * Member
    - Internal Quality Audit
      * Chair
      * Auditor
      * Member
    - Customer Satisfaction Committee (tick box)
      * Chair
  + Division (drop-down selection)
    - HOPSS
      * Division Chief (radio button)
      * DQT Member (radio button)
      * Process Owner (radio button)
    - MEDICAL
      * Division Chief (radio button)
      * DQT Member (radio button)
      * Process Owner (radio button)
    - ALLIED
      * Division Chief (radio button)
      * DQT Member (radio button)
      * Process Owner (radio button)
    - FINANCE
      * Division Chief (radio button)
      * DQT Member (radio button)
      * Process Owner (radio button)
    - NURSING
      * Division Chief (radio button)
      * DQT Member (radio button)
      * Process Owner (radio button)
    - SUPPORT
      * Medical Center Chief (radio button)
      * DQT Member (radio button)
      * Process Owner (radio button)
      * OSQM
        + Document Control Officer (Technical Review, Checking and Publishing)
        + CAR Database Officer (Registration and Review)
        + QMR (CAR Validation, CAR Closing and Document Approval for Publishing)
        + Lead Auditor (CAR Validation)
        + OSQM Staff (viewing)
    - DEPARTMENT / SECTION / UNIT / OFFICE (drop-down selection)
      * If HOPSS
        + Human resource management

- department head

- process owner

* + - * + Engineering and facilities management section (efms)
        + 2.1 biomed
        + 2.2 transport motor pool unit
        + 2.3 housekeeping, linen & laundry unit
        + 2.4 maintenance & aircon
        + 2.5 pabx
        + Materials and management section (mms)
        + Procurement
        + Integrated management information system section (imiss)
        + Hopss office
      * If Finance
        + Accounting
        + Billing and claims section
        + Budget
        + Cash operation section (cos)
        + Finance office
      * If Nursing
        + NURSING SERVICE OFFICE
        + 5 NORTH
        + 5 EAST
        + 4 EAST
        + 5TH CERID
        + 5 SOUTHEAST
        + 6 SOUTHEAST
        + 6 WEST
        + 6 EAST
        + 6 NORTH
        + 4 NORTH
        + 5 WEST
        + PICU
        + NICU
        + 3 NORTH
        + 3 EAST
        + 4TH CERID
        + OPERATING ROOM
        + DELIVERY ROOM
        + 3A CERID
        + EYE CENTER
        + EDTC
        + BURN UNIT
        + OPD
        + PACU/SICU
        + ICU, MAIN
        + 2A CERID
        + 2B CERID
      * If Medical
        + ANESTHESIOLOGY
        + CHIEF OF MEDICAL PROFESSIONAL STAFF (CMPS)
        + DENTAL
        + DERMATOLOGY
        + EMERGENCY MEDICINE
        + FAMILY MEDICINE AND COMMUNITY HEALTH
        + GENERAL SURGERY
        + INTERNAL MEDICINE
        + 6.1 HEART STATION
        + 6.2 GASTROENTEROLOGY
        + 6.3 PULMONARY/ RESPIRATORY UNIT
        + NEUROSCIENCES
        + OBSTETRICS AND GYNECOLOGY
        + OPHTHALMOLOGY
        + ORTHOPEDICS
        + ORL-HNS
        + OUT PATIENT DEPARTMENT
        + PATHOLOGY
        + 14.1 MOLECULAR LABORATORY
        + PEDIATRICS
        + PHYSICAL MEDICINE AND REHABILITATION
        + RADIOLOGY AND IMAGING SCIENCE
        + UROLOGY
        + TB-DOTS
        + BURN CARE CENTER
        + CANCER CARE CENTER
        + DERMATOLOGY CARE CENTER
        + ENT CARE CENTER
        + EYE CARE CARE CENTER
        + GERIATRIC CARE CENTER
        + MENTAL HEALTH CENTER
        + NEONATAL CARE CENTER
        + ORTHOPEDIC CARE CENTER
        + TOXICOLOGY REFERRAL AND TRAINING CENTER (TRTC)
        + TRAUMA CARE CENTER
      * If Allied
        + ALLIED HEALTH PROFESSIONAL SERVICE (AHPS)
        + HOSPITAL INFORMATION MANAGEMENT DEPARTMENT (HIMD)
        + INTEGRATED TECHNICAL SUPPORT SERVICE
        + 4.1 MEDICAL TECHNOLOGIST
        + 4.2 RADIOLOGIC TECHNOLOGIST
        + 4.3 PHYSICAL AND OCCUPATIONAL THERAPIST
        + 4.4 ADMITTING AND INFORMATION UNIT
        + MEDICAL SOCIAL WORK DEPARTMENT (MSWD)
        + NUTRITION AND DIETETICS DEPARTMENT
        + PHARMACY SECTION
      * If Support
        + PROFESSIONAL EDUCATION TRAINING & RESEARCH UNIT (PETRU)
        + 1.1IERB
        + LEGAL OFFICE
        + OFFICE FOR STRATEGY AND QUALITY MANAGEMENT (OSQM)
        + 4.1 CUSTOMER EXPERIENCE MANAGEMENT (CEM)
        + HEALTH FACILITIES DEVELOPMENT AND PLANNING UNIT (HFDPU)
        + PUBLIC HEALTH UNIT (PHU)
        + HOSPITAL INFECTION PREVENTION AND CONTROL UNIT (HIPCU)
        + NATIONAL REFERENCE LABORATORY (NRL)
        + OFFICE OF THE MEDICAL CENTER CHIEF

LOGIN CREDENTIALS

* + Create Username (Format: First letter of First Name-Middle Initial-Surname e.g. JCDELACRUZ) –
    - Auto Caps Lock
    - duplication of username shall not be allowed “username is already used”
    - May add number if there is a duplication e.g. JCDELACRUZ1
  + Password:
    - Minimum of 8 characters
    - At least 1 number
    - At least 1 symbol ( = ? < > @ # $ \* ! )
    - Should not be the same with the username
  + Upload Photo (required) *Note: please upload your recent 2x2 photo in proper/decent attire.*
* Approval of OSQM (revision of selected Division, Department, Committee shall be done by OSQM)
* After approval by OSQM, verification link shall be sent to the registered email address to enable login
* If disapproved, remarks shall be required and will be sent to the registered email address
* “forgot password” shall email password reset link to the registered email address
* Password shall be encrypted
* Update information shall be enabled to update Personal Information
* Updating of Designation/Position shall be done by OSQM (Document Control Officer)