


Offboarding (TO-1316)

 [TO-508] SOP- Offboarding Users from Applications

Created: 16/Dec/22 Updated: 22/May/24

Status:	TICKET RESOLVED		
Project:	Technology Operations Board		
Components:	None		
Fix versions:	None		
Parent:	Offboarding		
Type:	Task	Priority:	Medium
Reporter:	Solounge Bowen	Assignee:	Solounge Bowen
Resolution:	Unresolved	Votes:	0
Labels:	Azalea, EMR, Stripe, Trellis/Orchard, Tricefy, security		
Remaining Estimate:	Not Specified		
Time Spent:	Not Specified		
Original estimate:	Not Specified		
Issue links:	Blocks		
	is blocked by	TO-1311	Jira- Create an Automation for Offboa... TICKET RESOLVED
	is blocked by	TO-1267	Offboarding Automation Task for Tech ... TICKET RESOLVED
	Problem/Incident		
	causes	TO-871	Security - Access Audit TICKET RESOLVED
	is caused by	TO-502	Role Standardization Backlog
Vendor / Issue Type:	Audit, Azalea, Change Healthcare/Optum, Claimscape, EMR, Klara, Maintenance, Orchard/Trellis/Beckman, Process Improvement, Security/Credentialing, Tricefy		
Key Performance Indicator:	Completion and accuracy of records		

Description

Purpose

- Please work on SOP and process for offboarding users from applications
- Create SOPs for the following systems;
 - Azalea
 - CHC
 - Claimscape
 - Tricefy
 - KindEMR
 - Orchard/Trellis
 - Stripe
 - Klara
 - Hybrent