

IT Meeting Minutes

Date/Time August 12, 2013 2.00 PM - 3.00 PM (PST)
Venue Conference Room
Called By Jude
Note Taker Steve
Attendees Norman, Vince, Steven

Agenda

1. Matrix User Management
 - a. IT Scope of Support:
 - i. Adding New Users
 - ii. Modifying Existing Users
 - iii. Deactivating Existing Users
 - iv. Password Reset
 - v. Security Template Modifications
 - b. User Information, Security Template Specifications and Authorization should come from:
 - i. Rinna for MNL Users
 - ii. Luc / Grace for INC Users
 - c. Authorization is by email.
2. Rehab User Management
 - a. IT Scope of Support:
 - i. Adding New Users
 - ii. Modifying Existing Users
 - iii. Deactivating Existing Users
 - iv. Password Reset
 - v. Security Template Modifications
 - b. User Information, Security Template Specifications and Authorization should come from
 - i. Rinna for ALL Users
 - c. Authorization is by email.
3. EMR Audit Logs by MS Access
 - a. Rinna, Owen and Norman would discuss the project later within that day.
4. eMAR Offline Printing
 - a. Owen would routinely print eMAR reports every Sunday at 9:00 PM (PST).
5. Rehab IT Support
 - a. IT MNL will be Tier 1 support. If need be, trouble reports will be escalated to IT LA as Tier 2 support.

6. Evacare.com Website
 - a. There was a move to revise the evacare.com website's user interface.
7. Others
 - a. IT policy and procedures regarding items 1, 2, 4 and 5 is subject for clarifications.
8. Plan of Actions
 - a. Vince / Steven / Jude:
 - i. eMAR Printing: In-service Owen on how to do it.
 - b. Norman:
 - i. Matrix and Rehab: Draft a memo regarding procedure on the IT Scope of Support stated above.
 - ii. IT Policy and Procedures: For clarification and drafting of such
 - c. Owen and Rinna:
 - i. Meet up with Norman to discuss the EMR Audit Logs project.