



## Emergency Access Guide

Jul 1, 2011

## Introduction

### Purpose of This Document

This document provides a sequence of steps and associated screen shots for providing emergency access to the popHealth software. This document assumes that the user is an administrator of popHealth, has setup a working version of popHealth, and has access to all of the proper credentials for the popHealth system.

### Setting Up Emergency Access Account

The first step you should follow in setting up an emergency access account is to attempt to log into the popHealth system. When you do this without being authenticated, the system will bring up a login page. See figure 1:

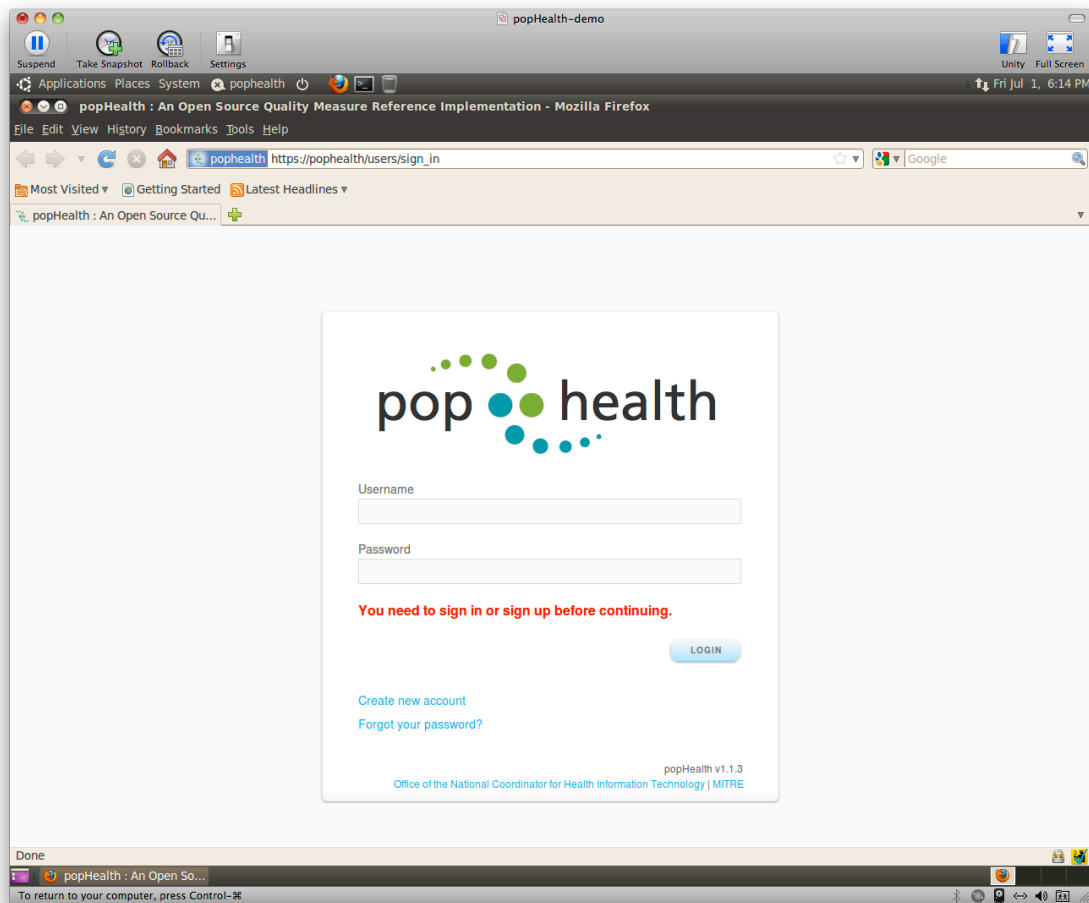


Figure 1, Login Page

Click on the “Create Account” link on the bottom of the login page and provide the necessary fields for an emergency access account, clearly identifying the user as an emergency staff. See figure 2:

The screenshot shows a web browser window titled "popHealth -demo" with the URL "https://pophealth/users/sign\_up". The page features the "pop health" logo at the top. Below the logo, there are several form fields for creating an account. The fields are arranged in two columns. The first column contains: "Your First Name:" (filled with "Emergency"), "popHealth User Name:" (filled with "emergency", with a note "Must be at least 5 characters long."), "Your Organization:" (filled with "Emergency Access"), "Registry Name:" (filled with "Emergency"), and "National Provider Id:" (filled with "0000000000"). The second column contains: "Your Last Name:" (filled with "Emergency"), "Your Email Address:" (filled with "someone@somewhere"), "Confirm Password:" (filled with masked characters), "Your Organization URL:" (empty), "Registry Identifier:" (filled with "Emergency"), and "Tax Identifier:" (filled with "0000000000"). At the bottom of the form, there is a paragraph of text: "Performance measures and related data specifications (the 'Measures') are copyrighted by the noted quality measure providers as indicated in the applicable Measure. Coding vocabularies are owned by their copyright owners. By using the Measures, a user ('User') agrees to these Terms of Use. Measures are not clinical". The browser's address bar shows "popHealth : An Open Source Quality Measure Reference Implementation - Mozilla Firefox". The browser's status bar at the bottom says "Done" and "To return to your computer, press Control-Alt-Delete".

pop health

Your First Name: Emergency

Your Last Name: Emergency

popHealth User Name: emergency  
Must be at least 5 characters long.

Your Email Address: someone@somewhere

popHealth Password: ●●●●●●●●  
Must be at least 5 characters long.

Confirm Password: ●●●●●●●●

Your Organization: Emergency Access

Your Organization URL:

Registry Name: Emergency

Registry Identifier: Emergency

National Provider Id: 0000000000

Tax Identifier: 0000000000

Performance measures and related data specifications (the "Measures") are copyrighted by the noted quality measure providers as indicated in the applicable Measure. Coding vocabularies are owned by their copyright owners. By using the Measures, a user ("User") agrees to these Terms of Use. Measures are not clinical

Figure 2, Emergency Access Creation Page

Next, return to the popHealth login page and provide your popHealth administrator credentials. See figure 3:

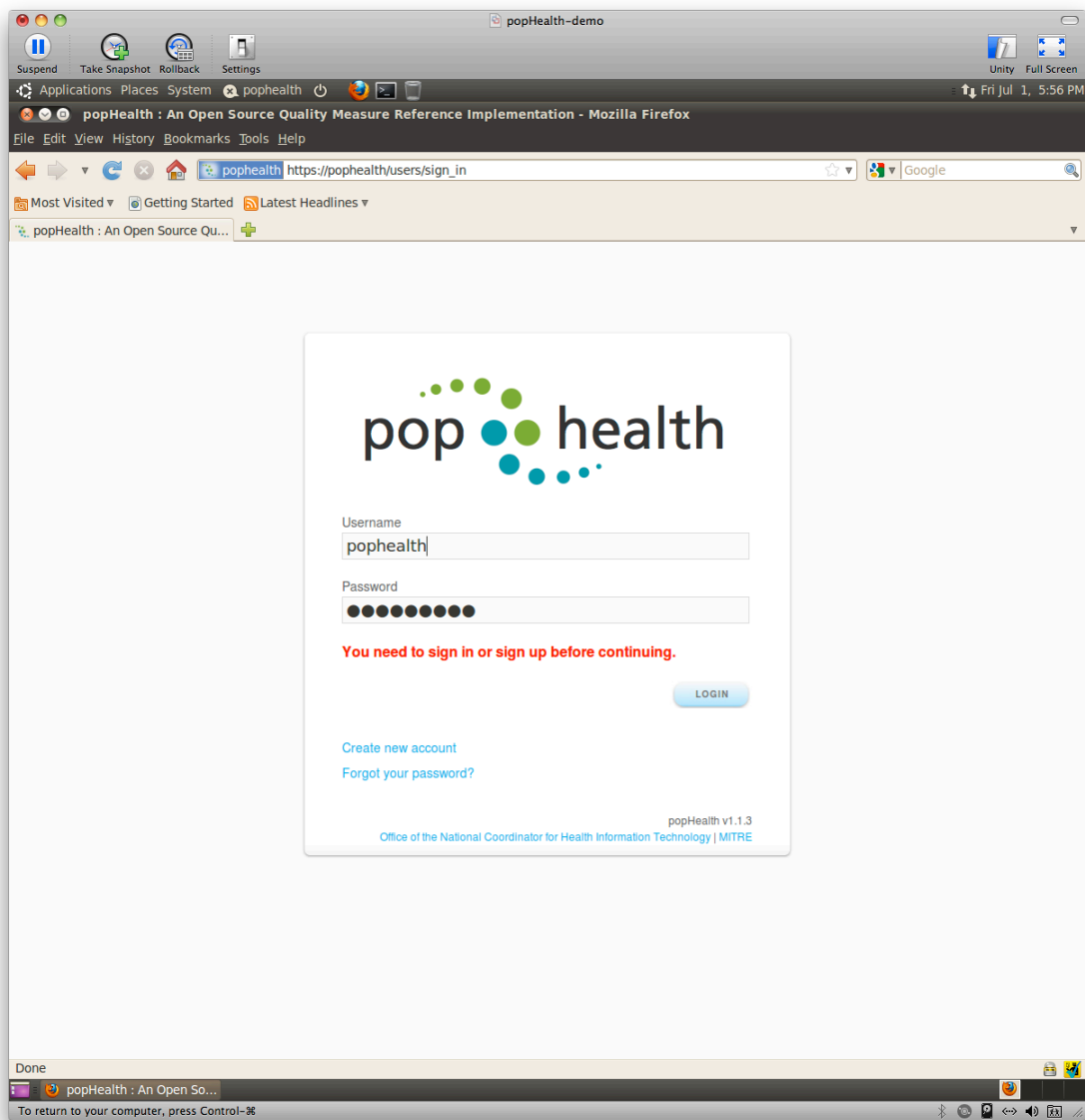


Figure 3, popHealth Administrator Login

After logging in, you will be taken to the administrative dashboard screen, which should have a link in the header to the “admin” page. Click on the “admin” link. See figure 4:

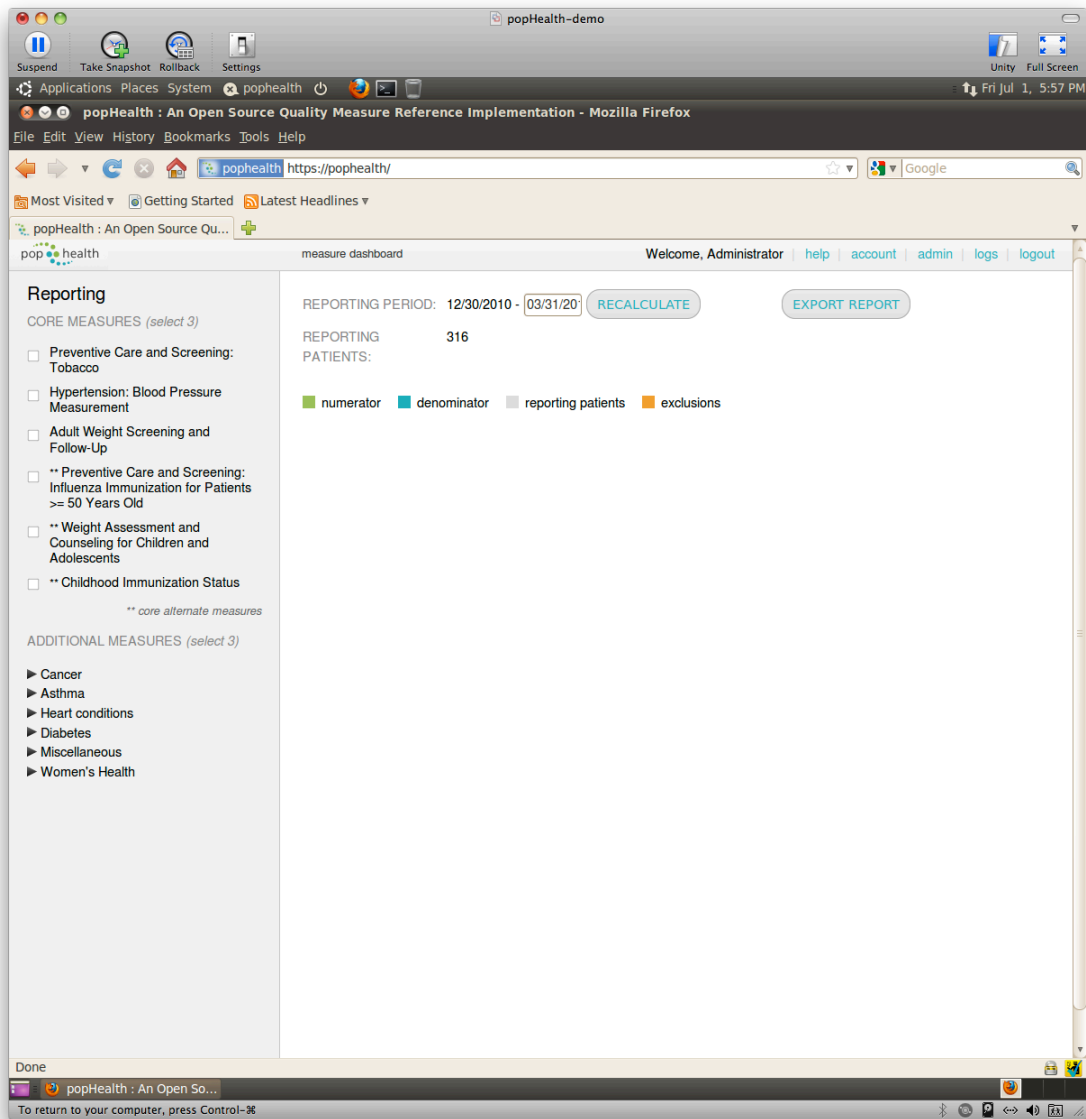


Figure 4, Administrator Dashboard

After clicking on the “admin” link, you will be taken to the view that enumerates all of the accounts in this pophealth instance. The emergency access account will appear, and under the APPROVE column the text should say “approve”. See figure 5:

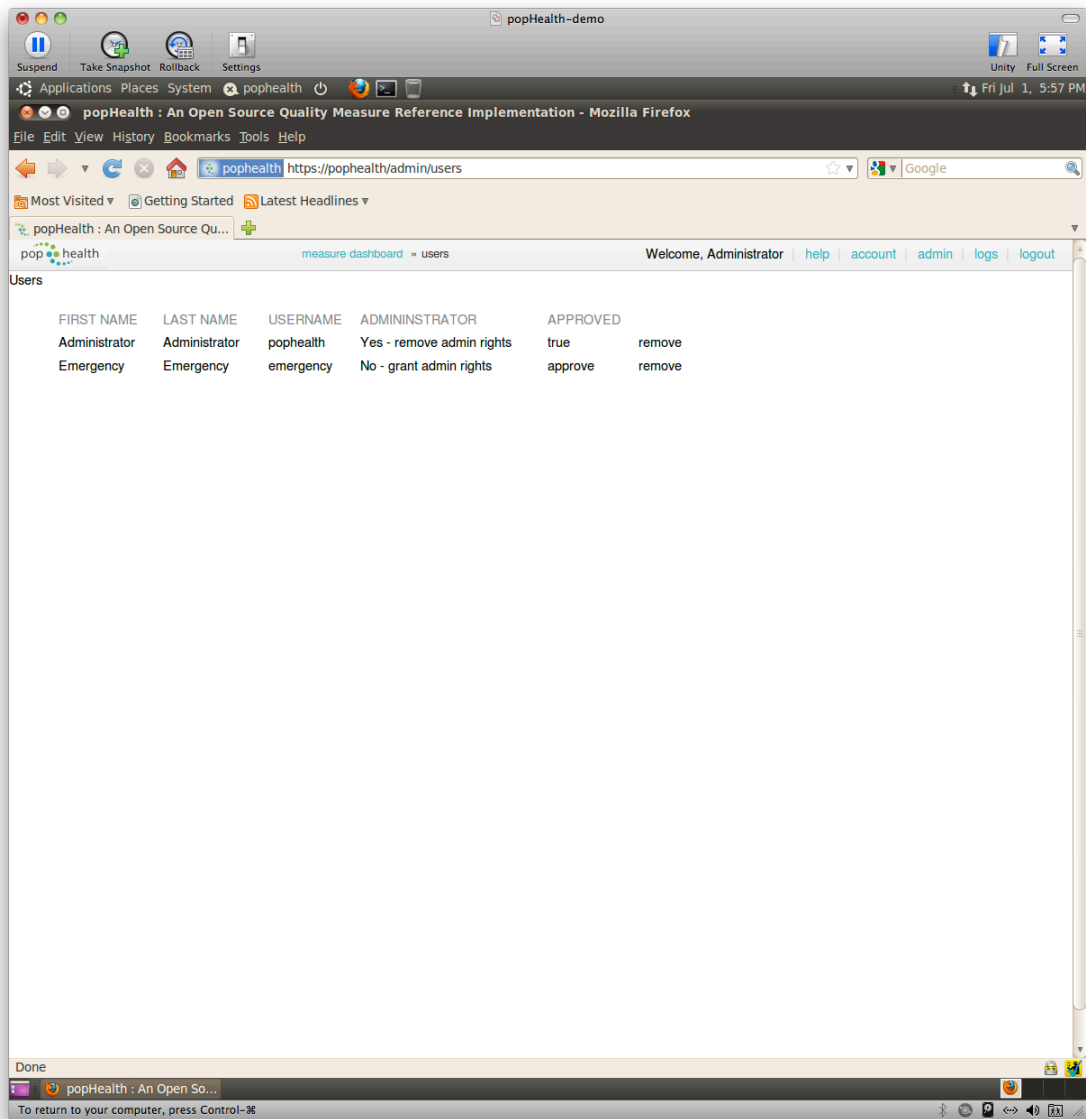


Figure 5, Administrative User List

After you click on the “approve” link, the Emergency account will be listed as “true” under the “APPROVED” column. See Figure 6:

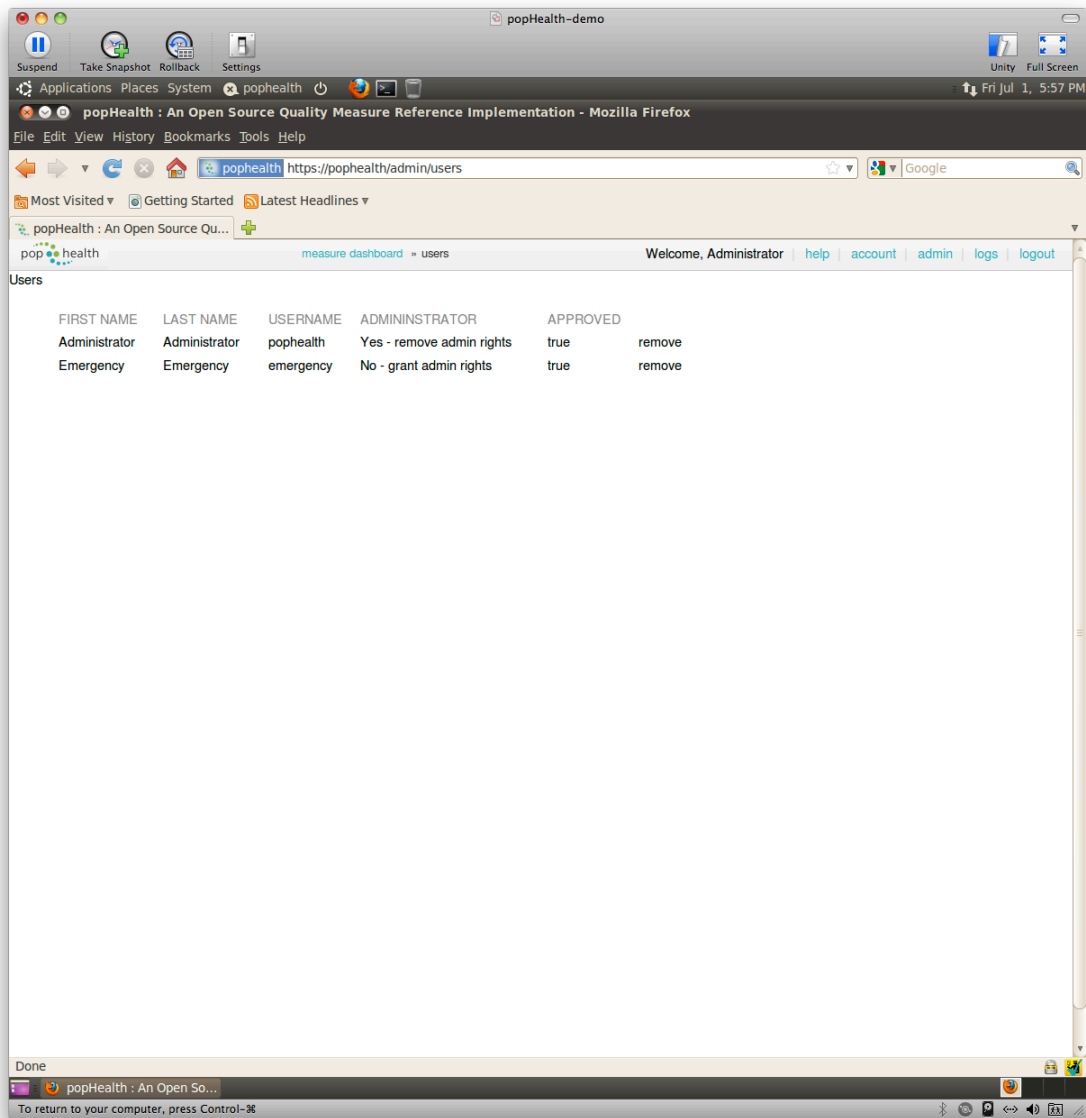


Figure 6, Emergency Approved

You are now free to use the Emergency account. Logout of the administrator account. See Figure 7:

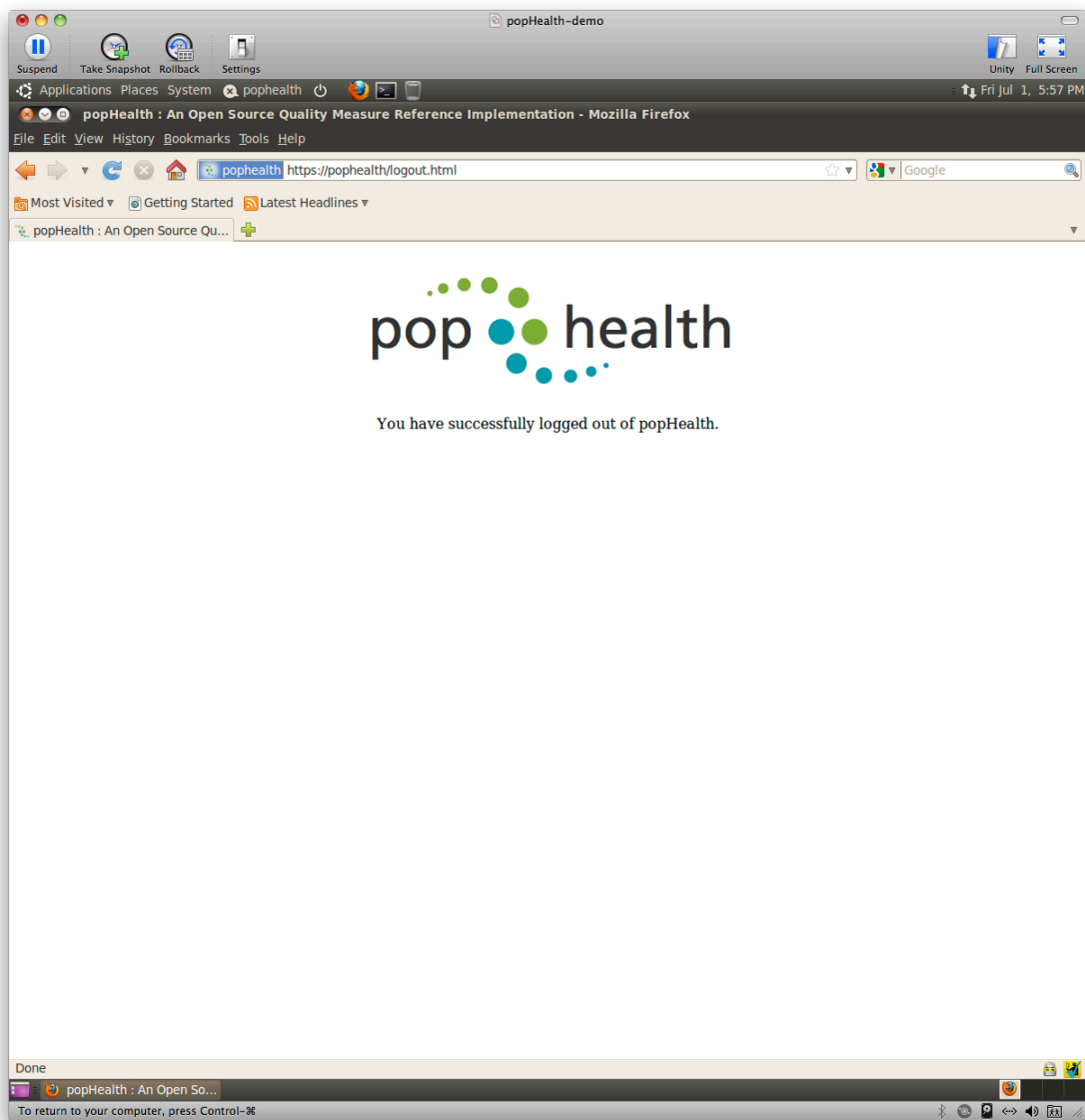


Figure 7, Logout Page



## Using Emergency Access Account

To use the Emergency account, provide your emergency user with the proper credentials for logging as you have setup in the previous screen. See Figure 8:

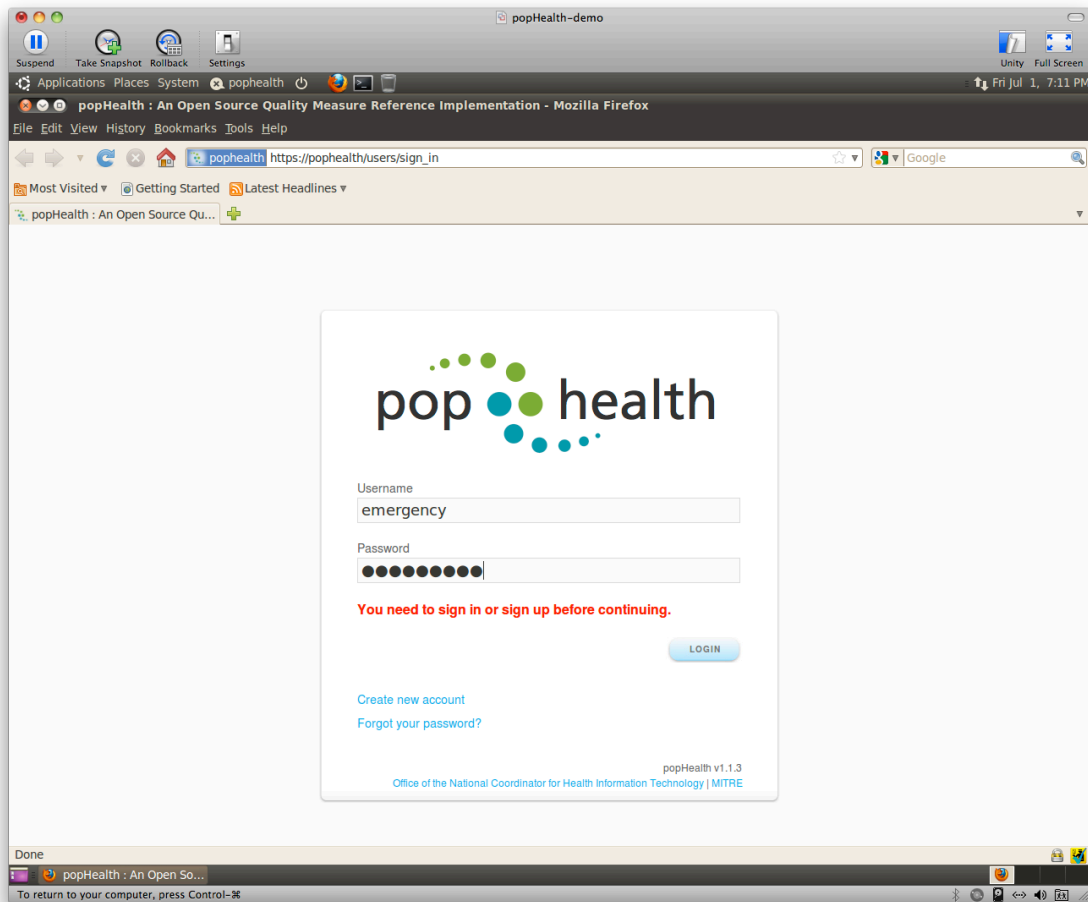


Figure 8, Emergency Account Login Page

You will now be able to login and use popHealth with non-Administrator rights and with the prominent name “” appearing up near the provider. See Figure 9:

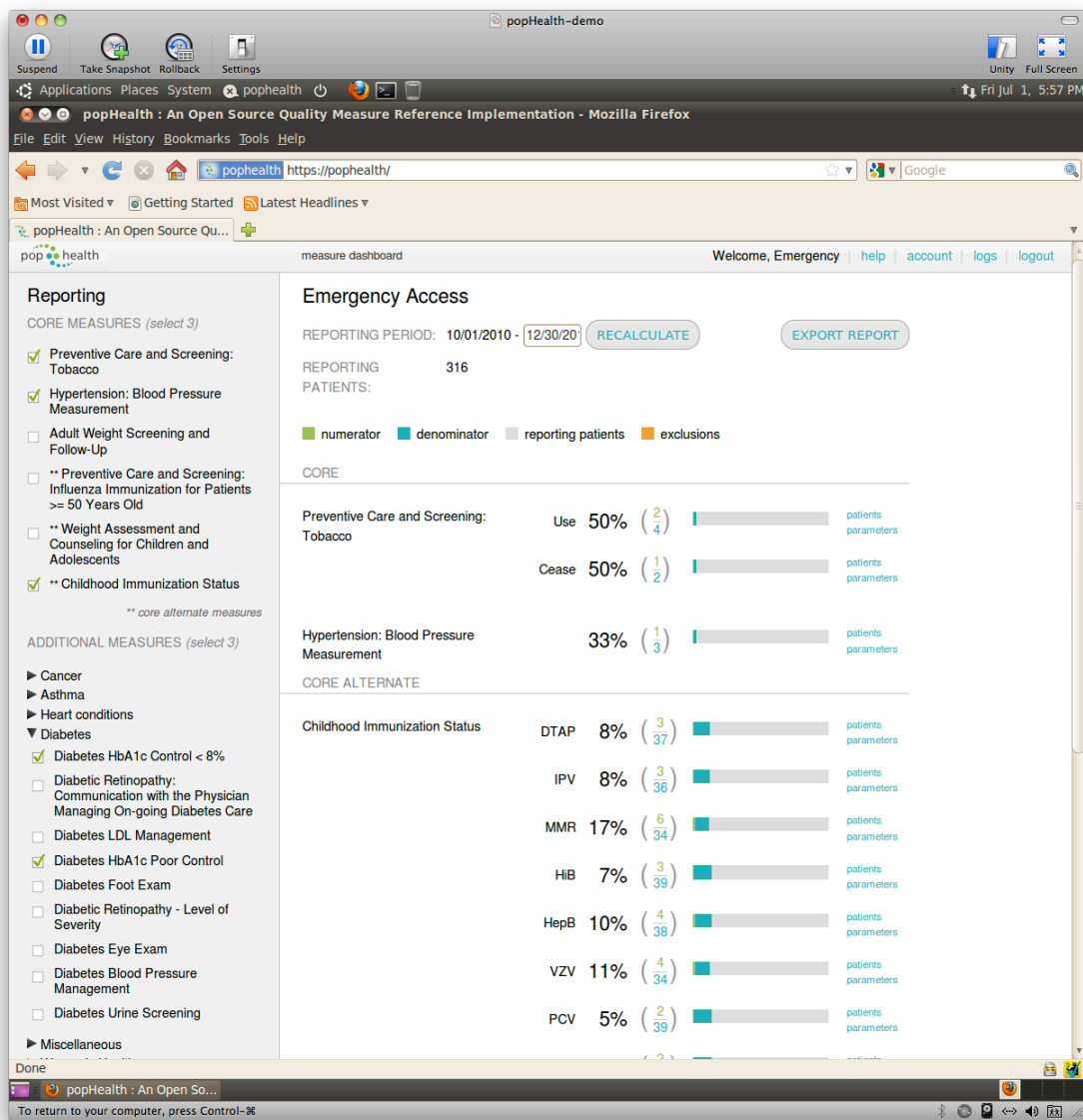


Figure 9, Emergency Access Dashboard

You are now free to use the Emergency account.

When you are finished, logout. See Figure 10:

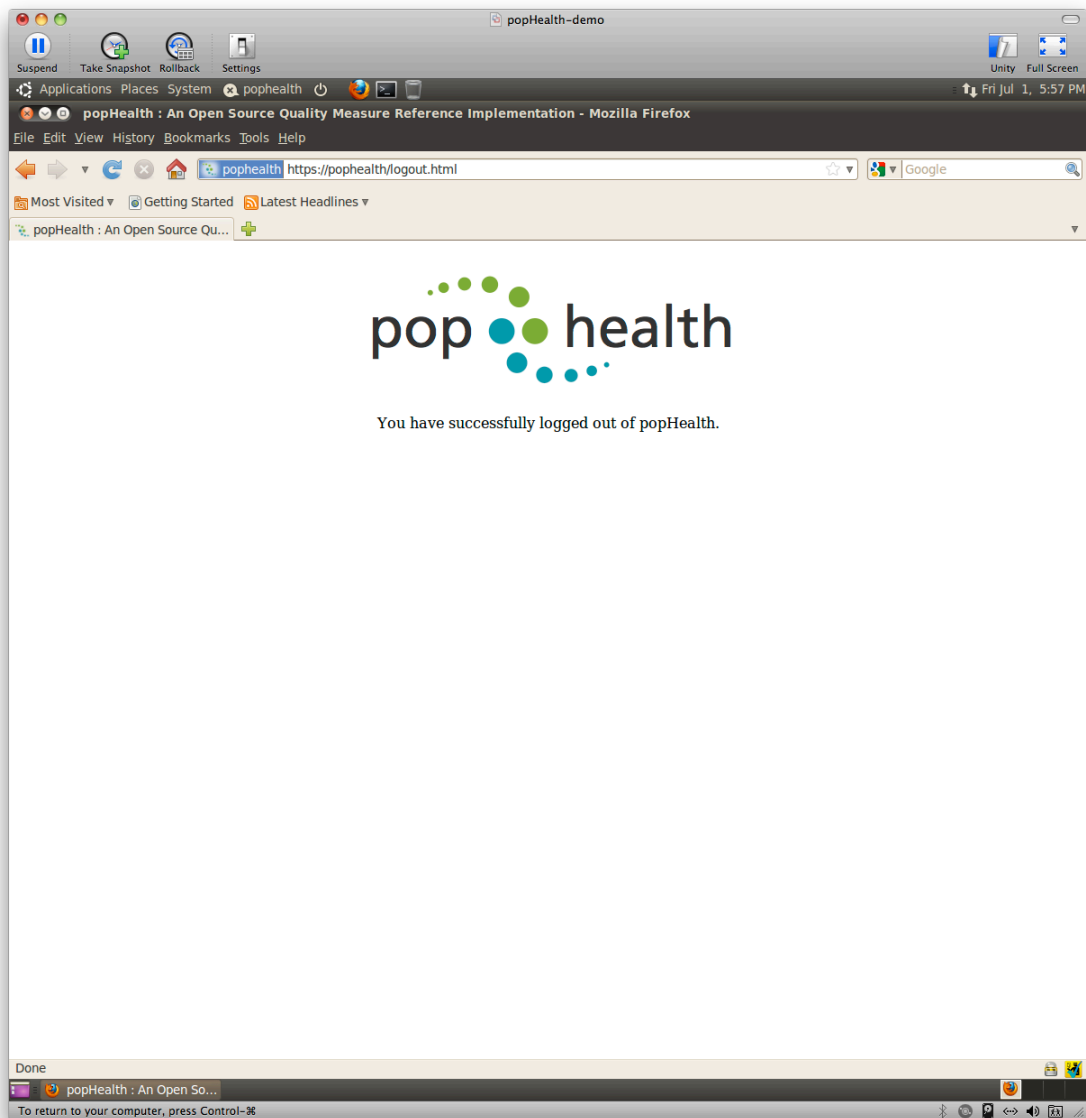


Figure 10, Logout Page

## Deleting Emergency Access Account

Finally, when your user is finished with requiring access to the emergency access account, you should login to popHealth under the administrator account. See Figure 11:

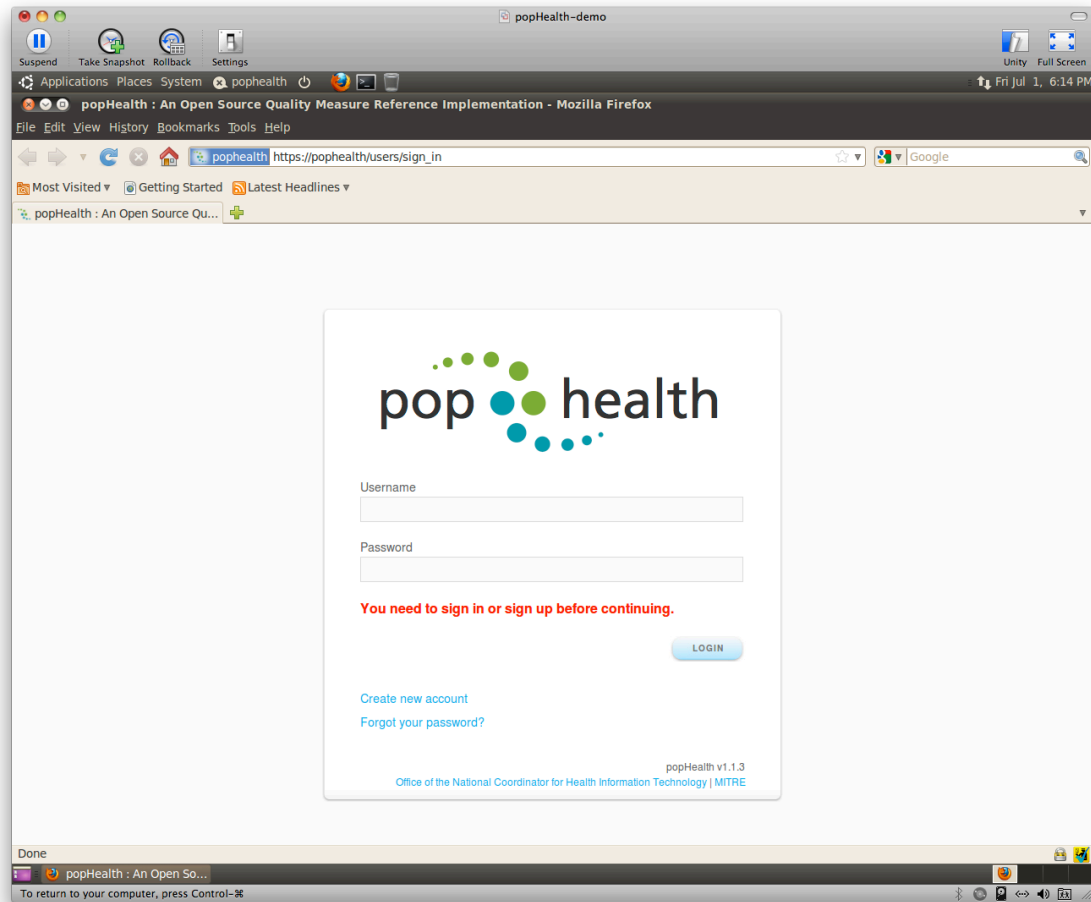


Figure 11, Administrator Login Page

After logging in, click on the “admin” link and view the list of user accounts. See Figure 12:

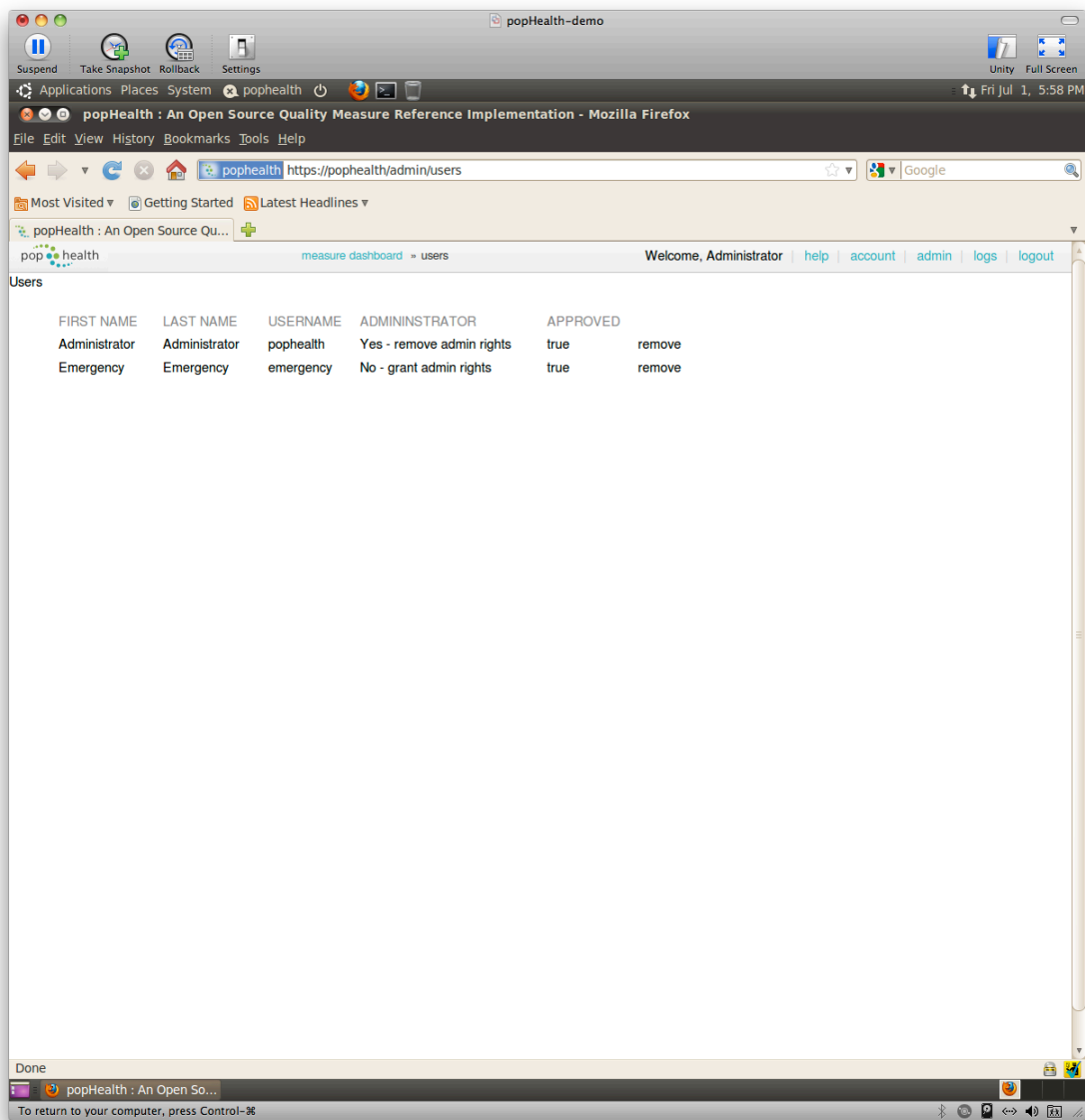


Figure 12, Admin List

Finally, click on the “remove” button next to the emergency access account, and logout. You have completed an emergency access account creation, activation, and deletion cycle. You may perform this same sequence again. See Figure 13:

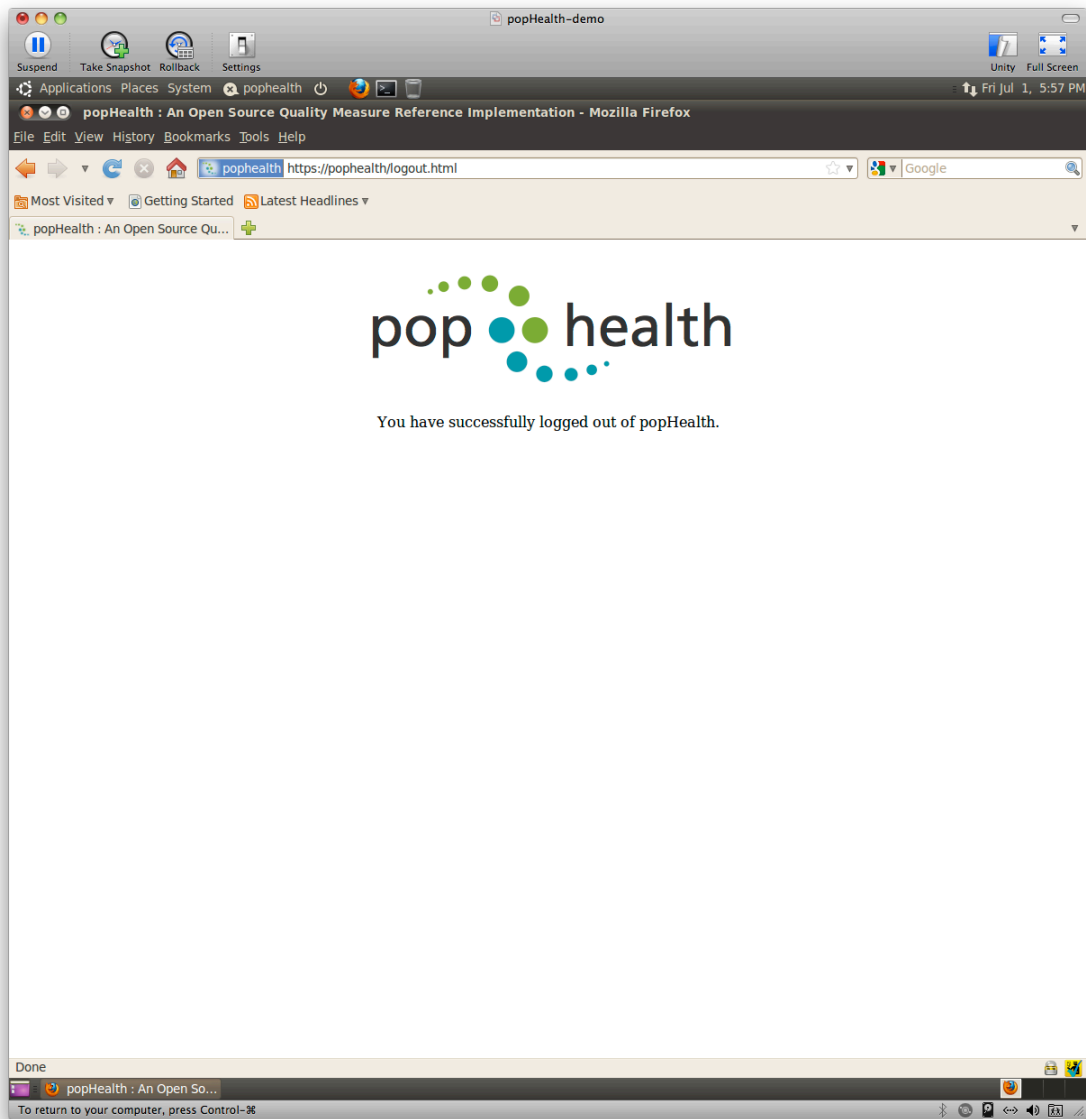


Figure 13, Logout Page