



HEALTHeNET™

The Authorized Contact User Guide

Produced by APP Design
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Gaining Access

Logging In

At the log in page (Figure 1) you provide your username and password to gain access to the UI.

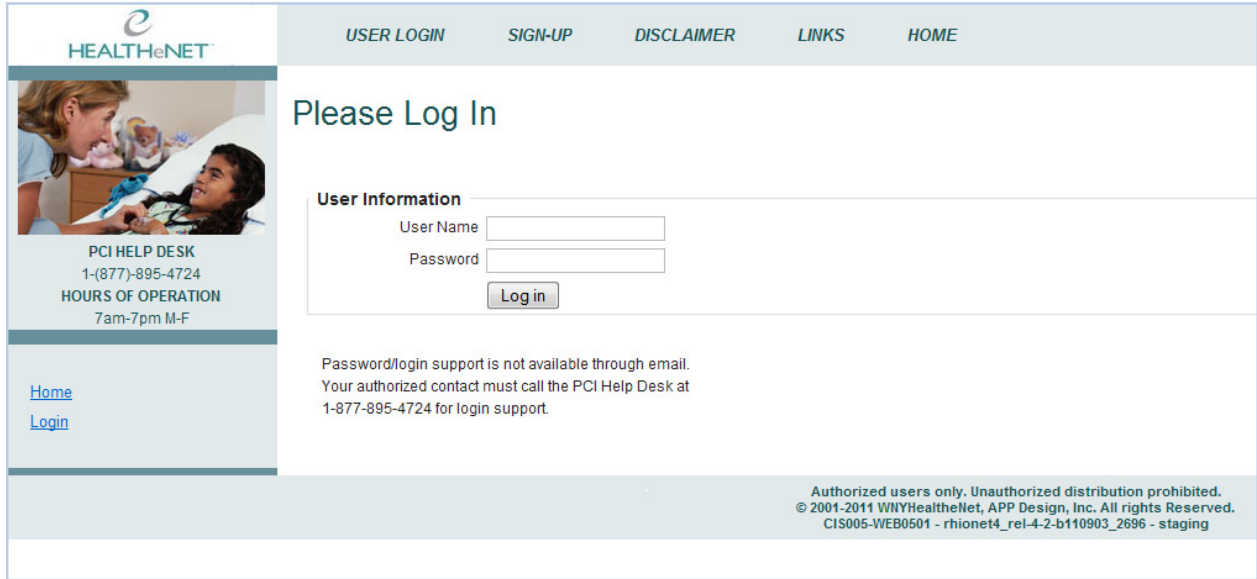
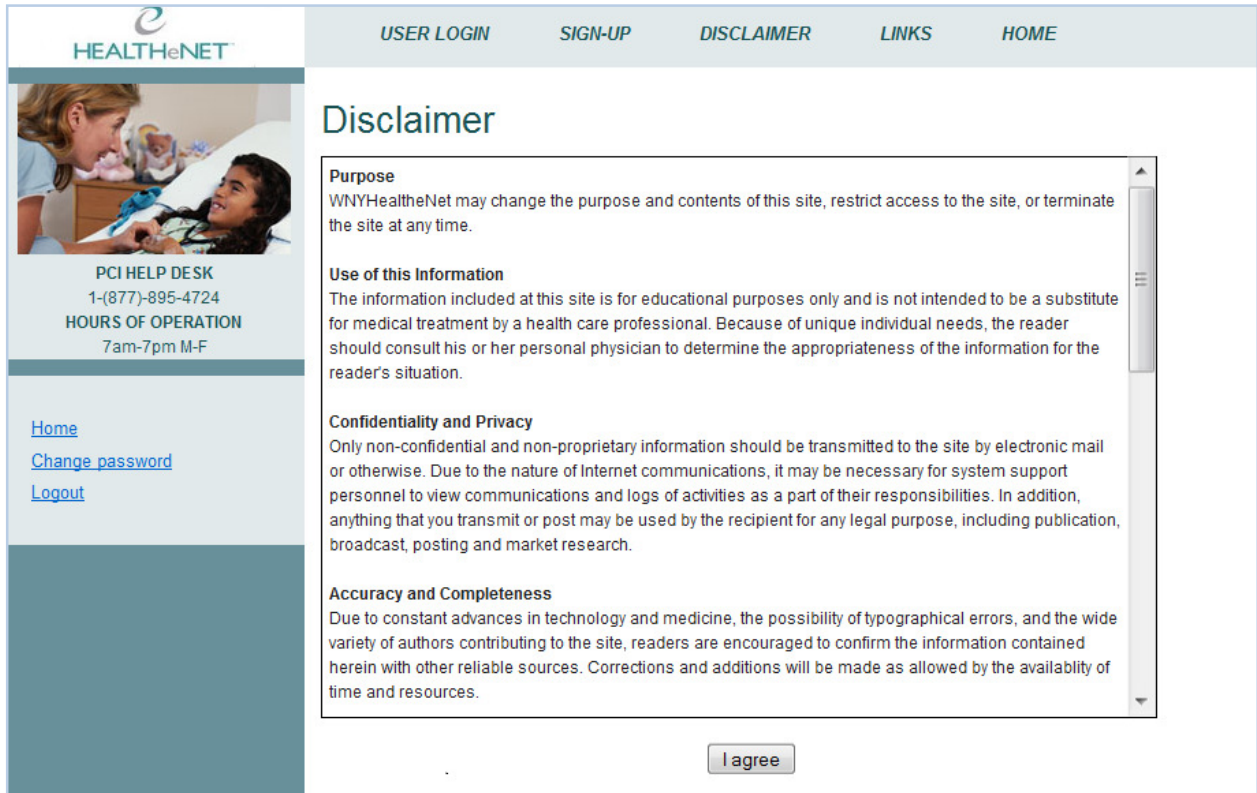


Figure 1.

After you click the 'I agree' button to the disclaimer your transactions will display on the main menu.



Main Menu

To perform the Authorized Contact functions you must display the new transaction, *Group Administration* on your main menu (Figure 2).



Figure 2.

If you do not see the Group Administration transaction and you should have it please contact Help Desk for assistance.

PCI HELP DESK
1-(877)-895-4724
HOURS OF OPERATION
7am-7pm M-F

Components of Authorized Contact Feature

Home Page

A new feature that will be available for all users is the workgroup information now displayed on the Home page. The Home page (Figure 3) displays all of the workgroups you are an activate member of. This is a new feature all users belonging to workgroups will see. The name of your group, your Authorized Contact(s), A.C. phone numbers and email addresses display for your reference.

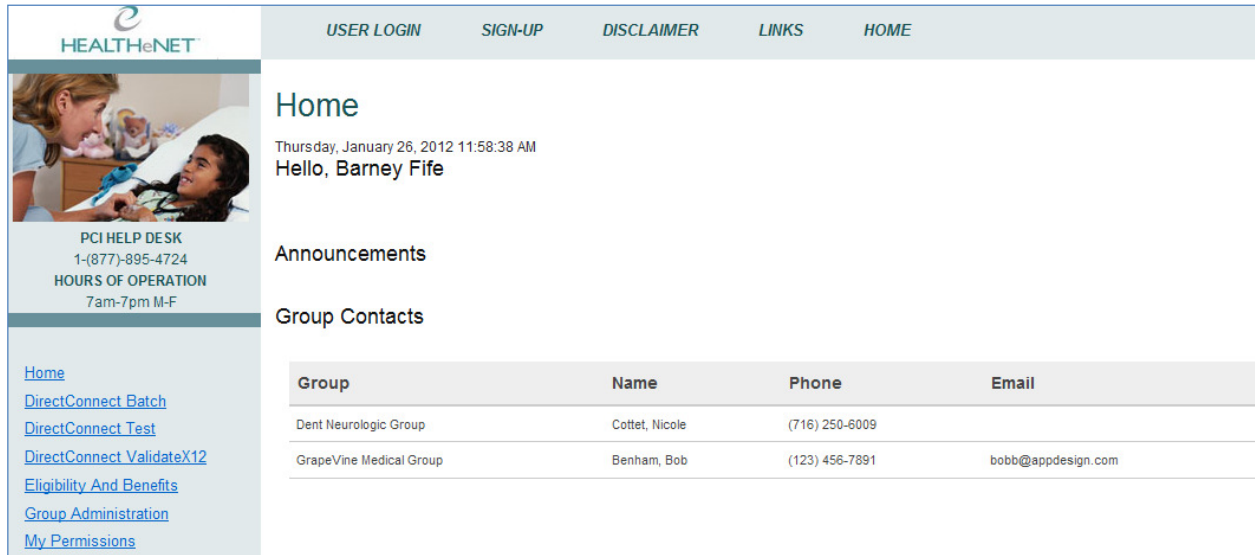
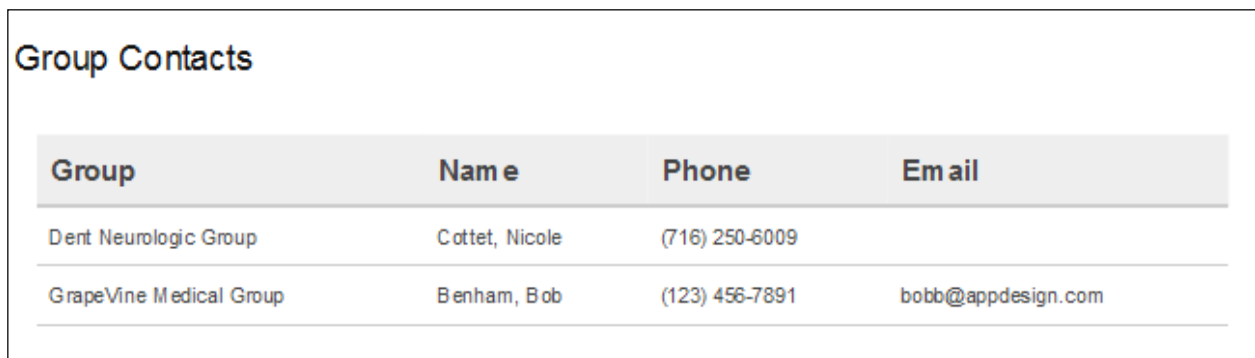


Figure 3.



This is a close up of the new Group Contacts screen found on your Home page.

Group Administration Form

Figure 2 discussed the need to have the new transaction, Group Administrator on your menu so that you can perform as an Authorized Contact. Figure 4 shows the *Group Administrator's* membership display window with sample 'Contacts' membership.

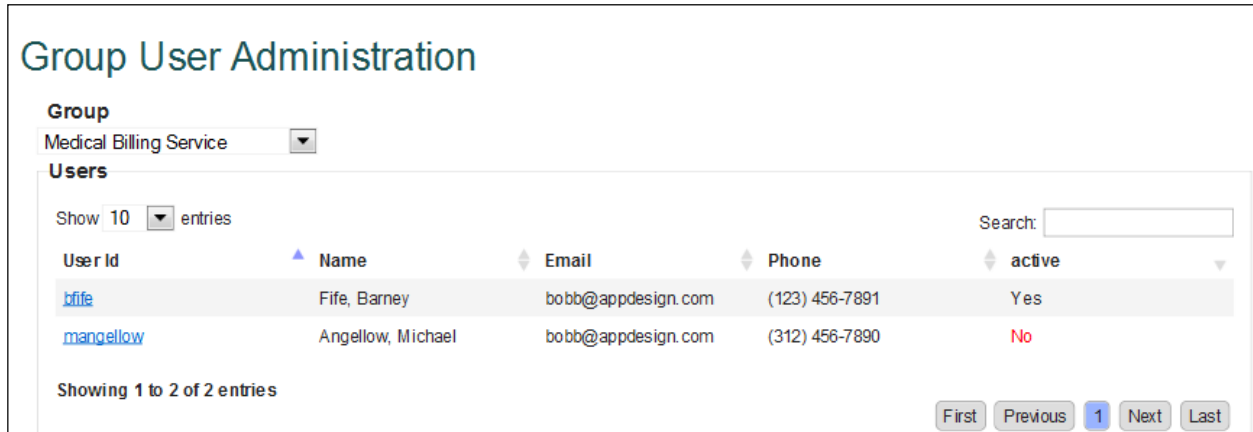
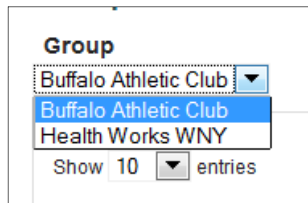


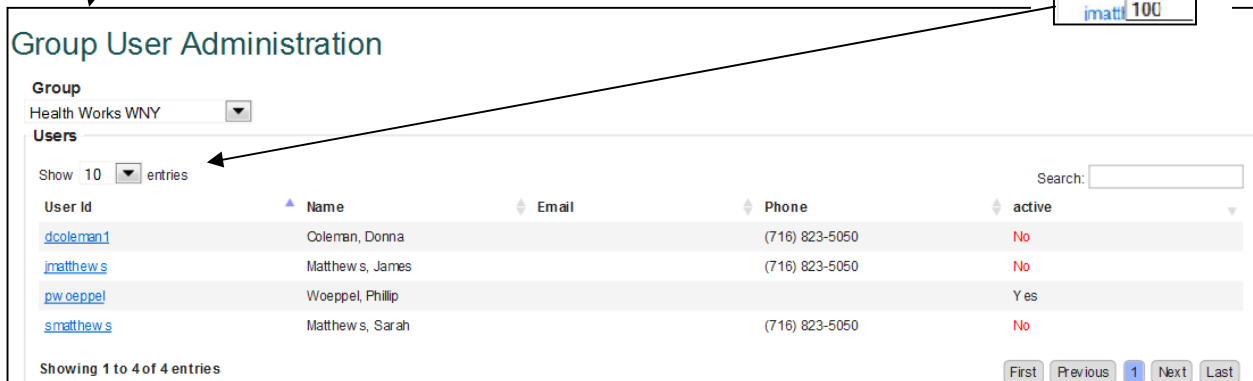
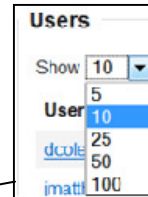
Figure 4.

Features of the Group Administration Form



This is the *Group Membership* button and is found in the upper left corner of the Group Administration screen. Clicking on the drop-down arrow (Figure 4) displays the groups the A.C. has responsibility for. Selecting a group will display the membership in the 'Users' window directly below the 'Group' section.

This control allows you to set the number of members you want to display on your *Group Administration* page. Click on the arrow, choose the number and your page will refresh.



Authorized Contacts Operations

Checking Member Status

As stated previously this is a sample membership list for a workgroup on the *Group User Administration* form. Except for the *User Id* link the data on this form is a 'read-only' display. The form displays the users' current settings. User, **bfife** is active by virtue of the 'Yes' label and User, **mangellow** is not as displayed by the red 'No' label. To make changes to passwords and active status you must click on the *User Id* link.

The screenshot shows the 'Group User Administration' interface. At the top, there is a 'Group' dropdown menu set to 'Medical Billing Service'. Below this is a 'Users' section with a 'Show 10 entries' dropdown and a search box. A table lists two users:

User Id	Name	Email	Phone	active
bfife	Fife, Barney	bobb@appdesign.com	(123) 456-7891	Yes
mangellow	Angellow, Michael	bobb@appdesign.com	(312) 456-7890	No

At the bottom, it says 'Showing 1 to 2 of 2 entries' and includes navigation buttons: 'First', 'Previous', '1', 'Next', and 'Last'.

Password Management

When you click on the *User Id* link you access the *Update Group User* form. This is the form where you access the password fields and the activation status box.

The screenshot shows the 'Update Group User' form. It includes the following fields and controls:

- Instruction: 'Leave password field blank to activate/deactivate'
- User Id: **bfife, Barney Fife**
- New Password:
- New Password Again:
- Active:
- Submit button

The figure to the left shows the main control form to activate/ deactivate a user's account and also to reset they're password.

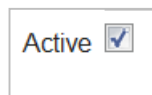
Steps to Change/ Reset Password

1. Enter a new password in the 'New Password' field.
2. Confirm the password by entering it in again in 'New Password Again' field.
3. If user is currently not active, check the 'Active' box.
4. Click *Submit*.

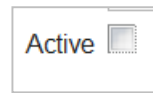
User's password is now reset; **user will need to be notified as this information does not go out automatically**. User will be notified to choose a new password the next time they log in after their password has been reset.

Steps To Activate or De-activate a User Account

1. Leave password fields blank.



2. To Activate: Be sure box is checked.



3. To Deactivate: Be sure box is un-checked.
4. Click *Submit*.