Status (Active) PolicyStat ID (14782488)

Beaumont

Origination 8/14/2023
Last Approved 1/8/2024
Effective 1/8/2024
Last Revised 1/8/2024
Next Review 1/7/2026

Document Contact Jessica Czinder: Mgr, Division Laboratory

Area Laboratory-Point of Care

Applicability All Beaumont Hospitals

Database Accounts Creation for New Point of Care Staff

Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

This procedure describes the steps for Point of Care (POC) staff to use in order to create accounts for new POC staff in the POC databases/software systems.

II. IP (INTERNET PROTOCOL) ADDRESSES AND LOG-IN LINKS:

A. QML Production (Live Environment): 162.82.108.247

B. QML Test: 162.82.108.138

C. QML Test Environment Log-in Link: https://bhappstest.beaumont.org/Citrix/bhappstestWeb/

D. NovaNet Production (Live Environment): 10.64.9.205

E. NovaNet Test: 10.64.21.175

F. NovaNet Test Log-in Link: http://10.64.21.175

G. Aqure Production (Live Environment: AqureAPP-2P01): 10.62.24.195

H. Aqure Test (Aqure-2T01): 10.62.28.49

I. Aqure Server (AqureSQL-2P01): 10.62.24.196

J. TEG Manager Log-in Link: Login (beaumonthealth.org)

III. PROCEDURE:

A. Aqure

1. Log in to Aqure using the IP address above.

2. Navigate to "Administration" then press "Add Users".

3. Enter the "First name", "Last name", "E-mail", "User name" (badge identification (ID)), "Password" (see the box on the right of the page that gives directions regarding password requirements), "Confirm password", and change the "Role" to "Admin" using the drop-down menu.

4. Press "Save".

5. Navigate to "Operators" then search for the new operator using the search field at the top right of the page.

6. Click on the operator to open the account page.

7. Select the appropriate hospital(s) and department(s) from the drop-down menus under the "Home department" column.

   a. Repeat this step to select departments to grant the POC employee access to all sites/instruments needed for his/her duties.

8. Press "Save".

9. Scroll down to the bottom of the page. Change the "Role" to "Supervisor" using the drop-down menu for each instrument needed for the job role.

10. Place a ✓ in the "With access" box(es) next to each instrument type needed.

11. Scroll to the top of the page and press the "< Operators" button on the top left of the

page.

12. Press the "Push Operators" button on the top of the page to send the information to the applicable instruments.

B. HemoCue DM

1. Log into the HemoCue computer using normal user credentials.

2. Log in to the HemoCue software using the generic administrator ID and password.

3. Navigate to "Operator Lists", choose the testing area, press "New".

4. Enter the "Operator ID".

5. Verify that the "Permission Level" is set to "SUPERVISOR".

6. Change the "Activate" date to the date that the operator completed the competency assessment.

7. Change the "Deactivate" date to lock-out the user one year after the competency assessment date.

8. Enter the operator's "Name".

9. Press "Save" then "OK".

10. Navigate to "Analyzers" in the left column and highlight the appropriate testing unit.

11. Navigate to "Analyzer" on the top. Press "Send to group" then "Operator List". Choose the appropriate testing area from the drop down list. Press "Send".

12. These steps may be repeated to add the employee to additional operator lists.

C. NovaNet

1. Log in to NovaNet using the IP above.

2. Navigate to "Admin" > "Users".

3. Enter the "User ID", "First Name", and "Last Name".

4. Verify that there is a ✓ next to "Never Expires".

5. Verify all the boxes below are checked. Select the correct hospital locations under "Facilities". More than one hospital location may need to be checked depending on work assignments.

6. Press "Add".

D. TEG Manager

1. Use the link at the top of this document to access the TEG Manager software.

2. POC staff will create the account in the TEG Manager software. A POC administrator will login to the TEG Manager software.

3. Select "Utilities" then "Device Manager".
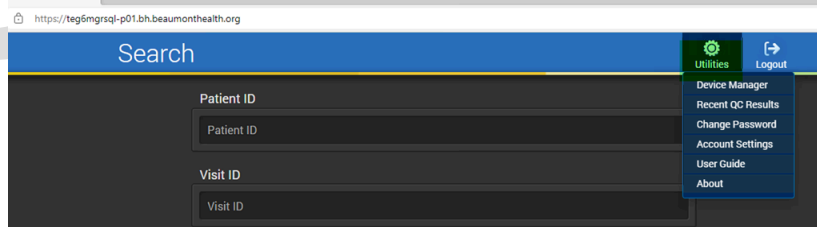
4. Select "User" then "User".
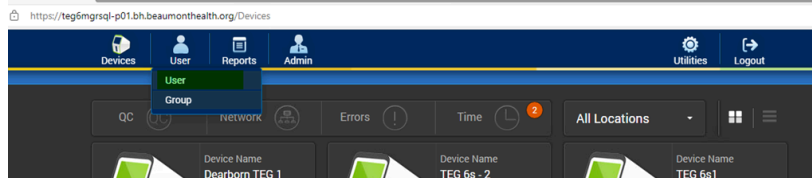
5. Press "Add User".

6. Enter the network ID or last name in the box indicated in the picture below and press the "Check LDAP" button.

7. When the user is found, click on the name. A new user screen will appear. Select "Operator" for the role, then press "Create New User".

8. Operators at each site will be assigned a site-specific password. This password is embedded in a barcode taped to each instrument. Log in to the TEG Manager using the link at the top of this procedure.

E. Telcor QML

   1. Log in to QML via the Citrix applications page.

   2. Navigate to "Operators" > "Operator" > "New"

   3. Enter the employee's badge ID in the "Code" line.

   4. Enter the "First Name" and "Last Name" on the appropriate lines.

   5. The "Facility / Location" is the primary unit where the employee works.

      a. Dearborn: "Dearborn/DB LAB"

      b. Farmington Hills: "FARM/FH LAB"

      c. Grosse Pointe: "GP/GP LAB"

      d. Royal Oak: "Royal Oak/RO AT Trg"

      e. Taylor: "Taylor/TAY LAB"

      f. Trenton: "Trenton/TRN LAB"

g. Troy: "TROY/T LAB"

h. Wayne: "Wayne/WAY LAB"

6. Change "User Assigned Locations" to "All Facilities/Locations" or press the magnifying glass to select individual sites. When saved, the "User Assigned Locations" will read "Multiple Locations" if only selected sites were chosen.

7. If the new POC staff member works at a site that utilizes WebMRE and/or MTE, the following lines must be completed, additionally.

   a. Audit initials: Enter the employee's initials. If duplicate initials enter in the system, enter the "Code" in this line.

   b. QML Application Login: enter the "Code" in this line.

   c. QML Password: enter "poc".

   d. Switch "Change QML Password Next Login" to "yes".

      i. This will prompt the user to change the password from "poc" to a unique password that is only known to the user.

   e. Change the "QML Security" to "All".

8. The Configuration Detail page should look like the picture below:

Code	112233
Audit Initials	**MD**
First Name	**Mike**
Middle Initial	
Last Name	**Doe**
Facility / Location	Royal Oak/RO AT Trg
Email Address	
Active Directory Account	
QML Application Login	112233
QML Password	***
Change QML Password Next Login	Yes
QML Security	All
QML Login Locked	No
User Assigned Locations	Multiple Locations
Automatic My Locations	Disabled

9. Press "Save".

10. Press the magnifying glass next to "Operator/Device Parameters"

11. Use the drop-down menu under "Device Type" to select the appropriate instrument(s).

12. The "Device Code" will be the "Code" from the main page. Manually enter the "Device Password" for the GH100 and Liat as the "Code".

13. Change the "Authority Level" as indicated for each device in the following picture.

Operator/Device Parameters	Device Type	Device Code	Password	Change Password	Authority Level	Sample Record Type(s)
	GH100		xxxxxx	No	1	Patient and QC
	Liat		xxxxxx	No	Administrator	Patient and QC
	NovaMTE			No	1	Patient and QC
	StatStrip			No	1	Patient and QC

14. Press "OK".

15. Press "Certify Operator".

16. Place a check mark next to the device(s) on the "Device Test Type" list.

17. Press the "Add/Remove" button. This will move the device(s) to the "Operator Certification" box on the right.
    Press the arrow next to "Certified On" and select the date from the calendar that the

employee successfully completed the competency assessment. Alternately, select a lock-out date by selecting a date under the "Next Due Override for All" drop-down.

18. Press "Save".

19. For glucometer, GEM Hemochron 100, Hemochron Signature Elite, MTE, and Liat operators, press the "Add Testing Privileges" button.

20. Expand the "+" next to "GH100", "Liat", "NovaMTE","Sig Elite", or "StatStrip". Click the box next to the applicable site(s).

    a. Note: If the operator works at more than one hospital, additional testing areas may be added at this step.

21. Press "Save" then "Close".

22. If MRE/MTE access was granted, log out of QML. Log back in to QML with the generic QML administrator ID and password.

23. Navigate to the "Home" tab. Press "Sync WebMRE".

24. Wait for the "Sync Completed" pop-up to appear and select "OK".

Approval Signatures

Step Description	Approver	Date
CLIA Medical Directors	Muhammad Arshad: Chief, Pathology	1/8/2024
CLIA Medical Directors	Jeremy Powers: Chief, Pathology	1/3/2024
CLIA Medical Directors	John Pui: Chief, Pathology	12/26/2023
CLIA Medical Directors	Vaishali Pansare: Chief, Pathology	12/26/2023
CLIA Medical Directors	Ryan Johnson: OUWB Clinical Faculty	12/19/2023
Policy and Forms Steering Committee Approval (if needed)	Jessica Czinder: Mgr, Division Laboratory	12/19/2023
CP System Medical Director	Ann Marie Blenc: System Med Dir, Hematopath	12/19/2023
	Caitlin Schein: Staff Physician	12/12/2023
Technical Director	Nga Yeung Tang: Tech Dir, Clin Chemistry, Path	12/1/2023
POC Best Practices	Jessica Czinder: Mgr, Division Laboratory	11/29/2023

Applicability

Dearborn, Farmington Hills, Grosse Pointe, Royal Oak, Taylor, Trenton, Troy, Wayne