

Register Organizations for Access to the Clinical Portal

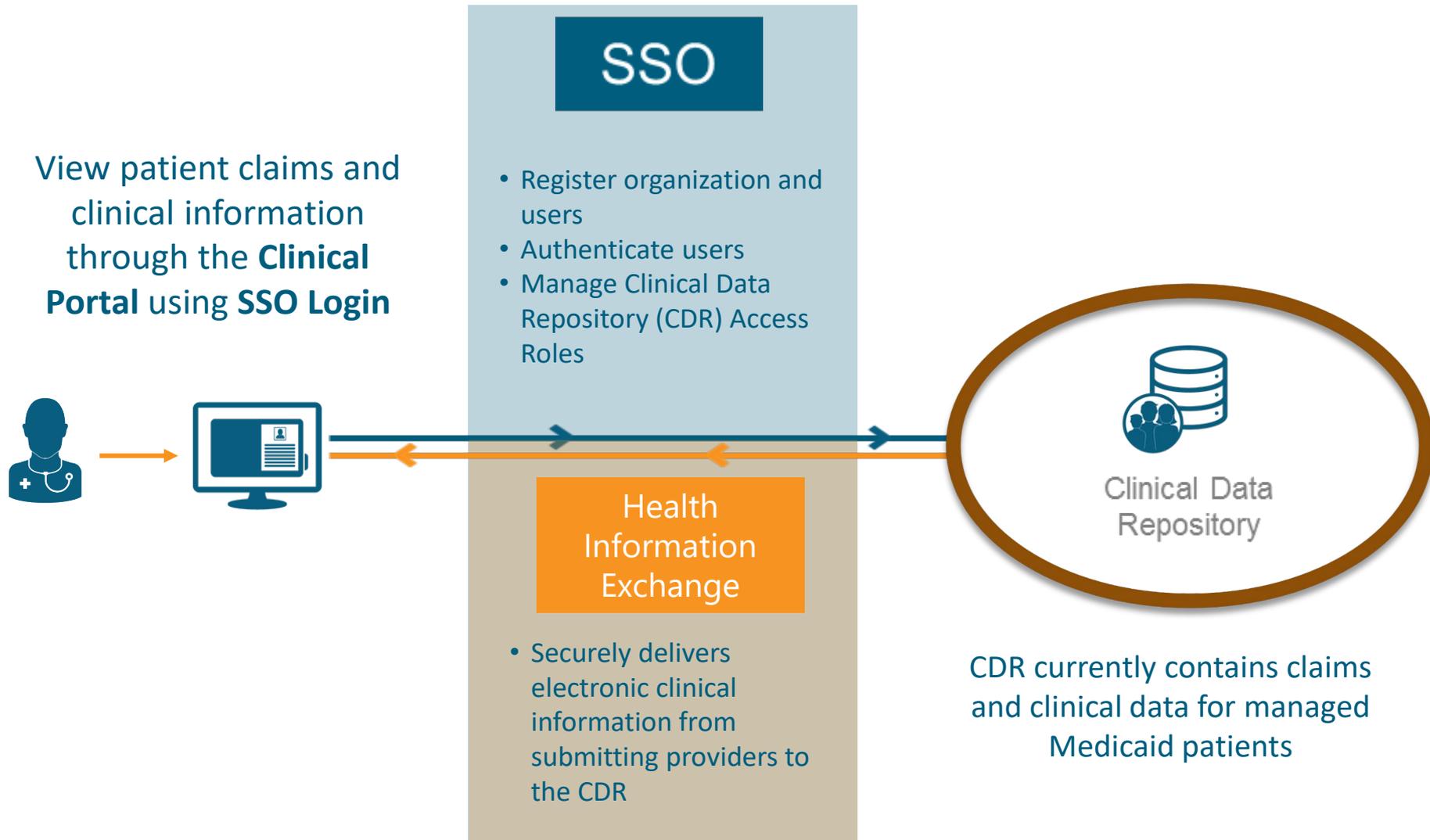
Confidential & Proprietary

Presented by Jyotsna Rao

Agenda

- Part 1: How to register your organization for a OneHealthPort Single Sign-On (SSO) account
- Part 2: How to execute the OneHealthPort HIE Participation Agreement with Special Terms for Correctional/Detention facilities
- Part 3: How to add one or more SSO Administrators (besides yourself) to manage Clinical Portal access for your staff
- Next steps

Clinical Portal and Clinical Data Repository



Part 1: How to register your Organization for a OneHealthPort Single Sign-On (SSO) account

Link to OneHealthPort Registration

Go to: <https://www.onehealthport.com/sso/register-your-organization>



Register Your Organization

Your OneHealthPort Subscriber ID is your key to accessing all of the services of our participating web sites. To receive a OneHealthPort Subscriber ID, your healthcare organization must register with OneHealthPort.

Step 1- Choose an Administrator

Each Organization must designate a OneHealthPort Administrator. This person will complete the registration process and will manage the Organization's account. He or she must be someone who is authorized to agree to the terms and conditions of enrolling in OneHealthPort. The Administrator will be responsible for basic management of users including password resets, adding and removing users, and managing Tax IDs for the Organization.

[SSO Administrator Responsibilities](#)

Step 2 - Register Online

The OneHealthPort Administrator will register online at OneHealthPort Registration. Please note: to ensure security, the OneHealthPort Administrator will be asked to verify his or her identity either online (by answering a number of questions) or offline (by using a notary public to verify his or her ID).

Step 3 - Receive Notification

Once these steps have been completed, the Administrator will receive notification within 72 hours that the Organization and individual credential have been activated.

Register

Please review the following legal notices for additional information on registrations, and also review our privacy policy.

[Full Registration Instructions](#)

[Organization Agreement](#)

[Participating Organization Terms](#)

[Administrator Responsibilities](#)

[Subscriber Agreement](#)

[Notary Form](#)

Click "Register"

Review these agreements before starting the process. Note: You do not have to physically sign any documents. Your completion of the registration serves as an electronic signature.

Organization Registration

Organization Registration

Please read the registration information below

OneHealthPort

Organization Registration Process

Welcome to OneHealthPort.

On this page you will begin the process of getting a OneHealthPort secure Digital ID for you and your Organization. With this Digital ID you and your colleagues can more easily access the local online healthcare sites you visit most often.

To successfully complete this process, you must be the person your Organization has designated to be the OneHealthPort Administrator. As the OneHealthPort Administrator you will manage your Organization's account. The responsibilities and privileges of the OneHealthPort Administrator are described here. You should be prepared on behalf of your Organization to agree to the terms and conditions of enrolling in OneHealthPort. You will then complete your own registration as a OneHealthPort Subscriber (all Administrators are also registered as Subscribers).

If you are **not** designated as the Administrator of your Organization, please close this page now and ask the appropriate person in your Organization to complete the registration.

This site will walk you through a simple step-by-step process to register your Organization with OneHealthPort and provide you with a OneHealthPort Digital ID. Following are the four steps you must complete.

1. **Create Profiles** - you will be asked to provide basic information about yourself and your Organization. How we protect the privacy of the information you share can be reviewed [here](#).
2. **Sign Agreements** - you will view terms and conditions for you and your Organization to become enrolled with OneHealthPort and you will be asked to agree to these terms online.
3. **Verify Identity** - you will provide the necessary information to complete the identity verification process to have your identity verified by OneHealthPort.
4. **Confirm Registration** - you will receive confirmation that you have been registered, and you will create your OneHealthPort password. Once you've completed these four steps you will receive notification from OneHealthPort within 72 hours that your Organization and individual Digital ID have been activated and you can begin to use the Digital ID to simplify your work at local on-line healthcare web sites.

Continue

Organization Agreements

Organization Agreement

Please click Agree & Continue to confirm this acknowledgment

OneHealthPort

Terms Of Use

Enrolling your Organization with OneHealthPort carries certain responsibilities to protect the privacy and confidentiality of personal health information and minimize risk for participating healthcare organizations like yours. All OneHealthPort Organizations, Subscribers and Relying Party Sites are united in a trusted community for the benefit of all members. The Participating Organization Agreement makes your Organization a part of this trusted community. Please read the Participating Organization Agreement below. If you wish, you can also read all the terms and conditions below. Once you are satisfied that you understand the terms of the agreement, you can click on "Approve" if you agree to all of the terms and conditions of the Participating Organization Agreement. To continue with the registration process, you must agree to the Participating Organization Agreement. If you do not agree, click "Reject" and your registration process will be terminated.

Participating Organization Agreement

The "Participating Organization" orders the following "Services" from OneHealthPort:

SERVICES - Include use of the OneHealthPort System ("System") to facilitate the secure exchange of healthcare and other information electronically through use of identity management and authentication. Services include "Delegated Registration Privileges" which give Participating Organization control of, and responsibility for, confirming the identity of your employees and agents. This Agreement is effective as of the date it is submitted and accepted, and the Participating Organization acknowledges that it is subject to OneHealthPort's Participating Organization Terms in effect from time-to-time, compliance with applicable U.S. and state laws and regulations, including without limitation the Health Insurance Portability and Accountability Act of 1996, as it is amended, and to such additional privacy and security policies and rules of use as OneHealthPort may adopt from time to time. Please click "Agree & Continue" to confirm this Agreement.

Reference Documents:
[Organization Agreement \(PDF\)](#)
[Participating Organization Terms \(PDF\)](#)
[Subscriber Agreement \(PDF\)](#)
[OHP Privacy Policy](#)
[Role and Responsibilities of the Administrator \(PDF\)](#)

During the registration process, please do not click your browser "Back", "Forward", "Refresh" or "Reload" buttons as this may cause issues with your registration and you will have to start again.

Cancel

These are the same agreements that are available for review before starting the registration process

Organization Information

Organization Information

Please enter the information below that describes the Organization you are registering

OneHealthPort

Organization Information

Legal Business Name:*	<input type="text" value="Legal Business Name"/>	Doing Business As:	<input type="text" value="DBA Name"/>
Business Type:*	<input type="text" value="Business type of Organization"/>	National Provider Identifier (NPI):	<input type="text" value="NPI"/>
Address Line 1:*	<input type="text" value="Ambulance/Transport"/>	Address Line 2:	<input type="text" value="Suite, unit, building, floor, etc..."/>
City:*	<input type="text" value="Chiropractic/Massage Therapy"/>	State:*	<input type="text" value="State Abbreviation"/>
Zip:*	<input type="text" value="Clinic"/>	Contact E-Mail:	<input type="text"/>
Contact Phone:*	<input type="text" value="Coordinated Care Organization"/>	<small>Only used by OneHealthPort if needed for support.</small>	
	<input type="text" value="Correctional/Detention Facility"/>	Fax Number:	<input type="text" value="() - -"/>
	<input type="text" value="Dental"/>	<small>Only used by OneHealthPort if needed for support.</small>	
Web Site URL:	<input type="text"/>		

Please include http:// or https:// in the URL

Cancel Continue

Important: Please click on “Correctional/Detention Facility” as Business Type from the drop-down list. This will ensure the timely approval of your organization.

Note: Only fields marked with an * are mandatory. NPI and other fields not marked with * are not required to be filled out.

Add Tax Identification Number (TIN)

TINs Values for Organization
Manage Assigned Tax IDs for this Organization.

OneHealthPort

Tax Identification Entry

Your Organization's Tax ID is an important identifier. It is important to list all the Tax IDs that belong to your Organization.

The following is a list of Tax IDs associated with this Organization. To add a new one, click "Add New Tax ID", to delete an existing one, click the icon next to the Tax ID.

When at least one Tax Identification Number has been entered for this Organization, the "Continue" button will become enabled to allow you to continue to the Subscriber Registration section.

Organization TIN

Enter Tax Identification Number

During the addition of a new Tax Identification Number, we will ensure it is unique within our system. If the TIN is not unique, you will be given the opportunity to correct the conflict before proceeding.

Tax Identification Number: *

Please enter a new 9 Digit Tax Identification Number

Cancel Next

Administrator Information

OneHealthPort Subscriber Information

Please enter your Subscriber information below.

OneHealthPort

Demographic Information

In order to register your Organization for OneHealthPort, you must also register as a Subscriber and get your own Digital ID.

As the first Subscriber for your Organization, you will be the OneHealthPort Administrator.

The responsibilities and privileges of the OneHealthPort Administrator are described [here](#) and the privacy policy related to the information you enter can be reviewed [here](#).

Salutation:	<input type="text" value="Dr., Miss, Mr., Ms., etc..."/>	First Name:*	<input type="text" value="Enter your first name"/>
Middle Name:	<input type="text" value="Enter your middle name or initial"/>	Last Name:*	<input type="text" value="Enter your last name"/>
Suffix:	<input type="text" value="Select a suffix or leave empty"/>	Year of Birth:*	<input type="text" value="____"/> Enter your birth year in YYYY format.
Primary E-Mail:*	<input type="text" value="Enter your primary E-Mail address"/>	Alternate E-Mail:	<input type="text" value="Enter your secondary E-Mail address"/>
Job Title:	<input type="text" value="Enter your job title"/>	Gender:*	<input type="text" value="Select your gender"/>
Address Line 1:*	<input type="text" value="Enter your street address of physical location"/>	Address Line 2:	<input type="text" value="Suite, unit, building, floor, etc..."/>
City:*	<input type="text" value="Enter your City"/>	State:*	<input type="text" value="Enter your State abbreviation"/>
Zip:*	<input type="text" value="Enter your Zip Code"/>	Phone Number:*	<input type="text" value="() ___-___"/>
Mobile Number:	<input type="text" value="() ___-___"/>	Accept SMS for Mobile Number:	<input type="checkbox"/>

Cancel

Continue

The person registering the Organization automatically becomes the Administrator. Later you will be able to add one or more additional Administrators who can manage users accounts.

Password Questions

Password Self-Service Reset Questions

Please answer questions for future password self-service reset

OneHealthPort

Selectable Questions

The following questions can be used for tasks such as self-service password reset and device registration.

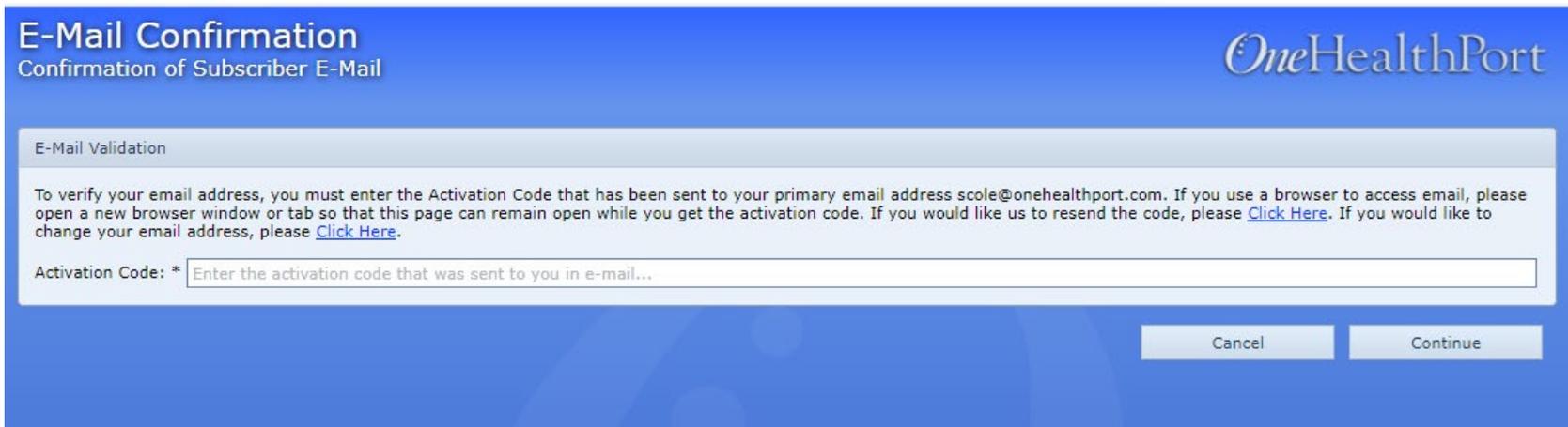
Select Question #1	▼	Enter Answer #1
Select Question #2	▼	Enter Answer #2
Select Question #3	▼	Enter Answer #3

Hide Answers

Cancel

Continue

Verify Email



The screenshot shows a web page titled "E-Mail Confirmation" with the subtitle "Confirmation of Subscriber E-Mail". The OneHealthPort logo is in the top right corner. Below the title is a section labeled "E-Mail Validation" containing instructions: "To verify your email address, you must enter the Activation Code that has been sent to your primary email address scole@onehealthport.com. If you use a browser to access email, please open a new browser window or tab so that this page can remain open while you get the activation code. If you would like us to resend the code, please [Click Here](#). If you would like to change your email address, please [Click Here](#)." Below the text is a text input field with the label "Activation Code: *" and placeholder text "Enter the activation code that was sent to you in e-mail...". At the bottom right are two buttons: "Cancel" and "Continue".

Note: Please check your spam or junk email folder in case you do not receive the email. If you still do not find it, please check with your IT department to ensure you receive emails from OneHealthPort.

Verify Email

OneHealthPort Organization Registration Activation Code



OneHealthPort <noreply@onehealthport.com>

To

[↩ Reply](#) [↩ Reply All](#) [→ Forward](#) [⋮](#)

Tue 4/27/2021 10:51 AM

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

OneHealthPort

[OneHealthPort.com](#)

[Get Support](#)

[Contact Us](#)

Account Activation Notification

April 27, 2021

Dear :

Your activation code, necessary to complete the Organization registration process, is provided to you below. Please use this to complete the registration process.

Your Activation Code: **186539**

Sincerely,
OneHealthPort Support
Toll free, 24x7 at 1-800-973-4797

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Identity Verification

Personal Address Information

Enter your **home address** information below for Identity Verification.

OneHealthPort

Home Address

To protect your patients' privacy and minimize risk for your Organization, it is very important that the Digital ID OneHealthPort is providing is assigned to the right person. For this reason before we complete the enrollment process you will be required to verify your identity.

Your identity will be verified by interacting on-line with a third party data base OneHealthPort has partnered with. To interact with this third party database you will be required to enter your name and home address. You will then be asked a series of questions related to information about you in the third party database. For example, based on public property records you might be asked multiple choice questions about places you have lived.

Please note, OneHealthPort does not store any of the information you enter or any of the information in the third party database. This information is only accessible to the independent third party Organization. If your identity is successfully verified you will continue with the on-line registration process. If your identity is not successfully verified you will receive instructions on how to verify your identity using an off-line method.

You may choose to not use online identity verification by clicking "Off-line Identity Verification" button but you will be required to use a [notary form process](#) to confirm your identity with OneHealthPort.

To begin the identity verification process, please enter your **home address** information below:

Address Line 1:*

Address Line 2: Suite, unit, building, floor, etc...

City:* State:* Washington Zip:*

Last 4 Digits Of Your Social Security Number:*

Debug Response:

Enter your personal information on this screen to perform the online identify verification. OneHealthPort uses a third-party system also used by many banks and healthcare systems to verify an individual's identity. We do not retain any personal information used in the identity process once your identity has been confirmed.

Off-Line Identity Verification Notary Process

Personal Address Information

Enter your **home address** information below for Identity Verification.

OneHealthPort

Home Address

To protect your patients' privacy and minimize risk for your Organization, it is very important that the Digital ID OneHealthPort is providing is assigned to the right person. For this reason before we complete the enrollment process you will be required to verify your identity.

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You may choose to not use online identity verification by clicking "Off-line Identity Verification" button but you will be required to use a [notary form process](#) to confirm your identity with OneHealthPort.

To begin the identity verification process, please enter your **home address** information below:

Address Line 1:*

Address Line 2: Suite, unit, building, floor, etc...

City:* State:* Zip:*

Last 4 Digits Of Your Social Security Number:*

Debug Response:

Off-Line Identity Verification

Cancel

Continue

Note: If you choose to perform Off-Line Identity Verification, it may take longer to approve your organization. We recommend that you perform the online verification process.

Off-Line Identity Verification Notary Process

OneHealthPort Pending Registration Information



OneHealthPort <noreply@onehealthport.com>
To

Reply Reply All Forward ...

Tue 4/27/2021 10:55 AM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



OneHealthPort.com

Get Support

Contact Us

New Organization Registration Information

April 27, 2021

Dear :

During the process of registering your Organization, Steph Test Clinic d/b/a OneHealthPort, we weren't able to verify your identity through the on-line service OneHealthPort uses because you elected to skip this portion of the registration.

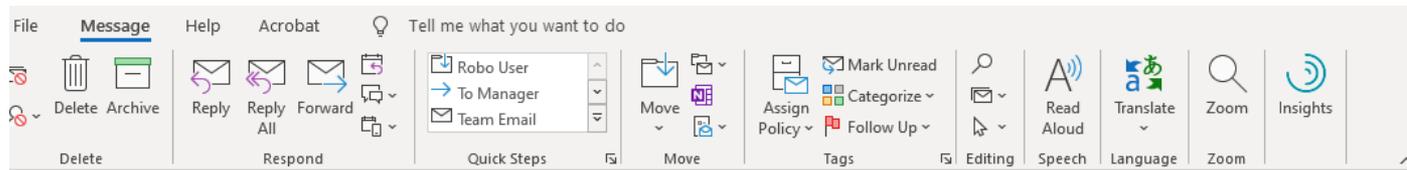
The offline identity verification process requires that you print the notary form which may be downloaded from <http://www.onehealthport.com/sites/default/files/content-uploads/documents/OHPSsubscriberIdentityVerification.pdf> and take it to a notary public in your local area. Typically your bank will do this for free or for a nominal fee. You will need to present an appropriate form of identification (listed in the notary form) to the notary public and they are vouching for your identity by placing their notary seal on the document. After having the notary form completed please fax the completed form to 206-624-3168. It will then be processed and your Organization registration can continue through the approval process.

Sincerely,
OneHealthPort Support
Toll free, 24x7 at 1-800-973-4797

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Approval Email to Administrator



Organization Administrator Information



OneHealthPort <noreply@onehealthport.com>

To



Tue 4/27/2021 11:12 AM

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OneHealthPort.com

Get Support

Contact Us

New Organization Administrator Information

April 27, 2021

Dear

Your Organization registration has been approved for Steph Test Clinic d/b/aOneHealthPort (syv484-00). Here is the account information you will need.

Please wait at least 30 minutes before attempting to login to make sure all Subscriber and Organization information is fully set up and active in the OHP system.

Your Subscriber ID
Your Temporary Password

Please go to [the Organization Administrative Page](#) to set your password and begin administering your Organization.

Sincerely,
OneHealthPort Support
Toll free, 24x7 at 1-800-973-4797

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Directed to Login Page

Subscriber ID:

Password:

Login

This login page requires that you have registered as a OneHealthPort Subscriber.

[I'm not a OneHealthPort Subscriber but would like information on subscribing](#)

[Forgot My Password](#)

[Forgot My Subscriber ID](#)

Administrator Change Password

OneHealthPort

Change Password

Please enter a new password

Password Modified

Current Password Modified



New Password



Confirm Password



- Password does not contain user name
- The minimum password length is 12 characters
- The password requires mixed case.
- Password must contain at least 1 digit(s)
- Password must contain at least 1 special character(s)

Submit

Part 2: How to Execute the OneHealthPort HIE Participation Agreement with Special Terms for Correctional/Detention Facilities

What is the HIE Participation Agreement and Special Terms?

The HIE Participation Agreement is a common agreement signed by all participants in order to use the OneHealthPort HIE.

- Covers terms and conditions
- HIE policies and operating manual
- The agreement mentions an annual subscription
 - This subscription fee is waived for Correctional/Detention Facilities using the Clinical Portal and no other HIE services as per the Special Terms.

Special Terms For Correctional/Detention Facilities: Health Care Authority (HCA) of Washington governs the data contained in the CDR. As part of the HCA approval for Correctional/Detention Facilities to view patient information in the Clinical Portal, additional requirements are added to the standard agreement in the Special Terms*. A copy of the Special Terms is available for review at:

<https://www.onehealthport.com/onehealthport-clinical-portal-resources-correctional/detention-facilities>

* The Special Terms was created with input from John McGrath, Daniel S. Johnson, Barbara Carr, Kyn Ahrens and Dr. Marc F. Stern

Requirements for Online Contracting

During the online contracting process, you will be asked for the following information:

1. Selection of an annual HIE subscription fee based on the organization's annual net operating revenue.

Note: The contracting workflow requires selection of an annual subscription fee. Please select the Entry Level fee of \$600. Per the Special Terms your organization will not be invoiced for this fee.

2. Business contact information (name, email and phone number)
3. Technical contact information (name, email and phone number)
Repeat business contact information
4. Billing information (organization billing address, billing contact information, name, email and phone number)
Repeat business contact information

Step 1: Review the Agreement and Special Terms

HOME SINGLE SIGN-ON HIE CDR CREDENTIALING ADMINIMP ABOUT US

OneHealthPort | HIE

HIE Home Contracting Registration Transactions HIE Applications Portal Participants Support About

Contracting

The OneHealthPort Health Information Exchange (HIE) is a service that supports the exchange of clinical or business information in standardized message formats. To participate, interested organizations must sign a participation agreement and pay an annual subscription fee.

Step 1

Review the OneHealthPort HIE Participation Agreement before starting the online contracting process. For reference purposes, please see the OneHealthPort HIE Operating Manual.

- OneHealthPort HIE Participation Agreement
- OneHealthPort HIE Operating Manual

Step 2

Determine your annual subscription fee. The annual subscription fee is based on your organization's annual net operating revenue.

- Learn more about the HIE Subscription Fees

Step 3

Identify the person in your organization that has the authority to contract for HIE services. This individual will need a OneHealthPort Single Sign-On (SSO) Subscriber identifier (ID) and assigned Administrator privilege to perform the online contracting. For assistance with OneHealthPort SSO Subscriber IDs, please submit a OneHealthPort HIE and CDR Information Request Form.

Step 4

- Requirements for online contracting.

Contract

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Seattle, WA, USA. All rights reserved.
Contact Us

Before you start. Review the information provided on the [OneHealthPort HIE Contracting webpage](#).

Note: The HIE subscription fee is waived as part of the Special Terms if you are only using the Clinical Portal and no other HIE services.

To start the online contracting workflow, click on the **Contract** box.

Step 2: Log in Using Your OneHealthPort SSO Credentials

Subscriber ID:

Password:

[LOGIN](#)

This login page requires that you have registered as a OneHealthPort Subscriber.

[I'm not a OneHealthPort Subscriber but would like information on subscribing](#)

[Forgot My Password](#)

[Forgot My Subscriber ID](#)

Use your OneHealthPort username and password to log in and begin the contracting process.

Step 3: Request for Special Terms

Execution Preference:

I agree to execute the contract electronically.

I agree to execute the contract electronically and request a written signature.

Request For Contract Discussion:

Internal comment field only visible to OHP staff. This comment field is required when rejecting a registration.

Comment:

Special term to be applied to contract. Once submitted, this content will show up on the contract in the special terms section.

Special Terms:

When performing the online contracting process, the person doing so will need to be prepared to enter (*copy and paste the sentence in **blue font exactly as it is shown below***) into the section of the online form called **Request for Contract Discussion**.

Once this sentence is added and the online form is completed, the individual will submit the form for approval.

“Our organization would like to request the Special Terms for CDR Portal Access for correctional facilities”

Step 4: Complete The Process

When the HIE Participation Agreement is approved, the organization will be sent an email to accept the approved contract. A copy of the executed contracting document that includes the *Special Terms for CDR Portal Access for Correctional/Detention Facilities* and a copy of the HIE Participation Agreement will be sent to the individual who performed the online contracting. If the organization requires a written signature for this contract, instructions are provided in the email explaining how to obtain the signature.

Part 3: How to Add One or More SSO Administrators (besides yourself) to Manage Clinical Portal Access for Your Staff

Log in to Administrative Functions

Go to: <https://www.onehealthport.com/sso/manage-your-account>

OneHealthPort | SSO

SSO Home Login Register **Manage Account** MFA Support FAQs About

Manage Your Account

OneHealthPort provides an easy-to-use tool set to manage your account. The quickest and easiest way for you to make a change or fix a problem is with the self-service options below. Before you call support, click on the appropriate links below to manage your OneHealthPort account (your OneHealthPort password), or to manage or unsubscribe to the clinical or administrative tools you access through OneHealthPort. The link will ask you to login to your account in order to access the menus.

Before you call support, you may also test your SSO login.

Password Assistance

If you have forgotten your password, below are the ways to get help:

1. If you have secret questions set up on your account, then you can use them to self-reset your password.
2. If you don't have secret questions, then you should contact your Administrator to assist you. The Administrator logs in through the Administrator Account to get to the password reset function.
3. If you don't know who is your Administrator, then you can contact the OneHealthPort Support desk for assistance.

For Subscribers

A Subscriber can login to manage the following information:

- Update personal information
- Change your email address
- Change your password
 - OneHealthPort does not routinely expire passwords. However, we do suggest that you change your password whenever you have a concern it may have been used by someone else. OneHealthPort also recommends you change the password once a year as a safety precaution.
- Add or change your secret questions
- View roles and affiliations
- Delete your OneHealthPort account

[Subscriber Login](#)

For Administrators

An Administrator can login to manage the following for their Subscribers and Organization:

- Nominate and manage Subscribers within your Organization, including assisting with password resets
 - OneHealthPort does not routinely expire passwords. However, we do suggest that you change your password whenever you have a concern it may have been used by someone else. OneHealthPort also recommends you change the password once a year as a safety precaution.
- Change a user name or email address
- Access the Administrator's Guide
- Change your Organization information
- Add Tax IDs
- Add Administrators
- Create Sub-Organizations
- If your Administrator is leaving your Organization, then please review the instruction sheet.

[Administrators Easy Reference Sheet](#)

[Administrator Login](#)

Click on
“Administrator Login”

Administrator Menu



OHP Administration

Welcome

This site allows you to manage the OneHealthPort accounts of all Subscribers and your Organization. You may add and delete Subscriber accounts and edit existing accounts. Additionally you may edit your Organization's profiles and nominate additional Administrators.

Subscriber Administration Menu

[Nominate Subscriber](#)

Provide an OHP Credential (Subscriber ID) to another person.

[Manage Subscriber](#)

- [Reset Password](#)
- [Modify Subscriber Profile](#)
- [Affiliate Subscriber](#)
- [Remove Subscriber Affiliation](#)
- [Add Subscriber Roles](#)
- [Remove Subscriber Roles](#)
- [Resend Activation Code](#)

[Click here to download the OneHealthPort Administration Guide.](#)
[Click here to download the OneHealthPort Administration Step-By-Step Guide.](#)
[Click here to download the OneHealthPort Subscriber Step-By-Step Guide.](#)

Organization Menu

- [Add/Edit Tax ID](#)
- [Modify Profile](#)
- [Add Administrator](#)
- [Remove Administrator](#)
- [Create Sub-Organization](#)
- [List Users](#)

Click on "Nominate Subscriber"

Nominating a Subscriber

Subscriber Nomination OneHealthPort

Please click Approve to confirm this acknowledgment

Important Subscriber Nomination Information

As an Organization Administrator nominating a person for a Subscriber account, you are attesting that you have verified the identity of the person this account is being created for and the data you are about to enter accurately represents that person.

Click
"Approve"

Select An Organization OneHealthPort

Select the Organization for this Subscriber

Select Organization

Please select an Existing Organization to affiliate a Subscriber.

Organization:*

Select your organization from the drop-down list

Provide Subscriber Information

The screenshot shows a web form titled "Subscriber Nomination" with the subtitle "Enter Subscriber information". The OneHealthPort logo is in the top right corner. The form is divided into a section titled "Subscriber Demographic Data". It contains three input fields: "First Name:*" with a text box and the instruction "Enter Subscriber's First Name", "Last Name:*" with a text box and the instruction "Enter Subscriber's Last Name", and "E-Mail:*" with a text box and the instruction "Enter Subscriber's E-Mail Address". At the bottom right, there are two buttons: "Cancel" and "Next".

Provide First Name, Last Name and email address of the person you are nominating.

Select Roles

Community Roles
Select the community roles for the Subscriber

OneHealthPort

Community Roles

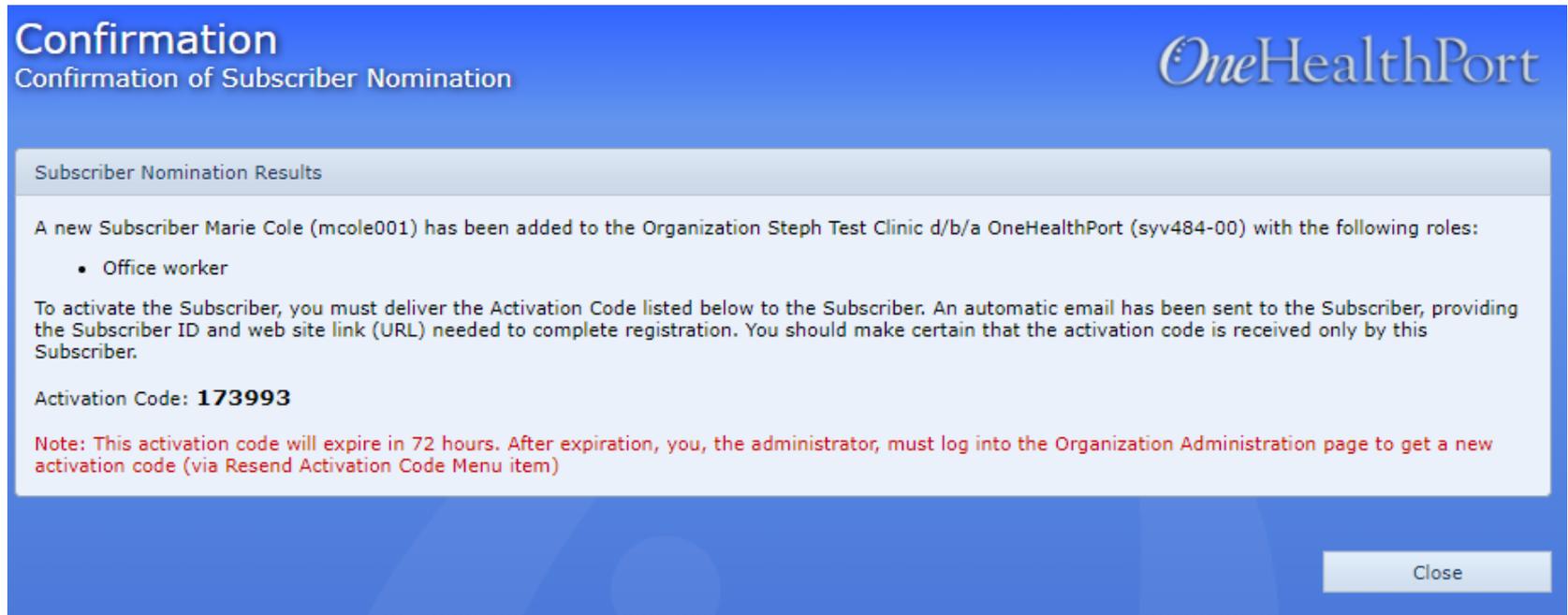
Please select community role(s) for this Subscriber:*

Role	Description
<input type="checkbox"/> Office worker	
<input type="checkbox"/> Billing specialist	
<input type="checkbox"/> Referral coordinator	
<input type="checkbox"/> Licensed practitioner	Practitioner role necessary for access to ProviderSource.
<input type="checkbox"/> Other service provider	
<input type="checkbox"/> Licensed nurse	Practitioner role necessary for access to ProviderSource.
<input type="checkbox"/> Office manager	
<input type="checkbox"/> QA Report Manager	Role for accessing/managing PSHA quality reports.
<input type="checkbox"/> Medical assistant	
<input type="checkbox"/> Medical Director	
<input type="checkbox"/> Credentialing Manager	Non-practitioner role necessary for data entry access to ProviderSource.
<input type="checkbox"/> Quality Reports and Data Entry	
<input type="checkbox"/> Quality reports (view only)	
<input type="checkbox"/> EFT Administrator	Electronic Funds Transfer administrator.

Cancel Next

NOTE: If none of the above roles apply, select “Office worker”.

Activation Code



The screenshot shows a blue dialog box titled "Confirmation of Subscriber Nomination" with the OneHealthPort logo in the top right. The main content area has a light blue background and contains the following text:

Confirmation
Confirmation of Subscriber Nomination

Subscriber Nomination Results

A new Subscriber Marie Cole (mcole001) has been added to the Organization Steph Test Clinic d/b/a OneHealthPort (syv484-00) with the following roles:

- Office worker

To activate the Subscriber, you must deliver the Activation Code listed below to the Subscriber. An automatic email has been sent to the Subscriber, providing the Subscriber ID and web site link (URL) needed to complete registration. You should make certain that the activation code is received only by this Subscriber.

Activation Code: **173993**

Note: This activation code will expire in 72 hours. After expiration, you, the administrator, must log into the Organization Administration page to get a new activation code (via Resend Activation Code Menu item)

Close

Please note down this Activation Code and give it to the Subscriber you are nominating.

Adding an Administrator

Please wait for confirmation from the Subscriber that they have activated their account before proceeding.

OHP ADMINISTRATION Log Out

OHP Administration

Welcome :

This site allows you to manage the OneHealthPort accounts of all Subscribers and your Organization. You may add and delete Subscriber accounts and edit existing accounts. Additionally you may edit your Organization's profiles and nominate additional Administrators.

Subscriber Administration Menu

- [Nominate Subscriber](#)
Provide an OHP Credential (Subscriber ID) to another person.
- [Manage Subscriber](#)
 - [Reset Password](#)
 - [Modify Subscriber Profile](#)
 - [Affiliate Subscriber](#)
 - [Remove Subscriber Affiliation](#)
 - [Add Subscriber Roles](#)
 - [Remove Subscriber Roles](#)
 - [Resend Activation Code](#)

Organization Menu

- [Add/Edit Tax ID](#)
- [Modify Profile](#)
- [Add Administrator](#)
- [Remove Administrator](#)
- [Create Sub-Organization](#)
- [List Users](#)

[Click here to download the OneHealthPort Administration Guide.](#)
[Click here to download the OneHealthPort Administration Step-By-Step Guide.](#)
[Click here to download the OneHealthPort Subscriber Step-By-Step Guide.](#)

ORGANIZATION AGREEMENT | PRIVACY | ABOUT OHP | CONTACT US

Click on "Add Administrator"

Select Your Organization

Promote/Demote Administrator
Select an Organization that the Subscriber belongs to

OneHealthPort

Select Organization

Please select an Organization of the Subscriber.

Organization:*

Cancel Next

Select your organization from the drop-down menu.

Select the Subscriber

Select Subscriber
Select Subscriber to promote or demote from Administrator

OneHealthPort

Subscriber Selection

Select a Subscriber to promote or demote from Administrator for Take Out Thai Regression Testing (7uycos-08) Organization:

Cancel Next

Select the Subscriber you would like to make the Administrator from the drop-down list.

Confirmation



Promote/Demote Administrator Results

OneHealthPort

Promote/Demote Administrator Results

The Subscriber: [redacted] has been promoted to an Administrator for the Organization Take Out Thai Regression Testing (7uycos-08)

Close

The screenshot shows a blue dialog box with a white header bar containing the text 'Promote/Demote Administrator Results' on the left and the 'OneHealthPort' logo on the right. Below the header is a white content area with a thin border, containing the same text 'Promote/Demote Administrator Results' at the top and a message: 'The Subscriber: [redacted] has been promoted to an Administrator for the Organization Take Out Thai Regression Testing (7uycos-08)'. At the bottom right of the dialog box is a white button with the text 'Close'.

You will receive an on-screen confirmation that the Subscriber you selected is now an Administrator.

Next Steps

- Nominate one (or more) Administrator(s) in your organization who will be adding and removing Clinical Portal users.
 - Administrator training
 - October 12th at 10 AM PST
 - October 15th at 2 PM PST

Next Steps

- Figure out who in your organization should have access to the Clinical Portal
 - Clinical staff (nurses, practitioners, MH counselors)
 - Deputies, if both conditions are met
 - They conduct (or might be assigned to conduct) medical screening at Booking, and
 - You do not have 24/7 medical staffing
 - Clinical Portal user training
 - October 20th at 7:30 AM PST
 - October 21st at 4:00 PM PST

Next Steps

- Draft a CDR Use Policy (not a requirement)

See model policy drafted by Dr. Marc F Stern (Consultant in Correctional Health Care) located at:

<https://www.onehealthport.com/onehealthport-clinical-portal-resources-correctional/detention-facilities>

This template can be modified to be a free-standing policy or modified to incorporate into a related policy, such as a policy on booking procedures or health records