

Security External Forms Application

Residents/Medical Students-Approver Workflow

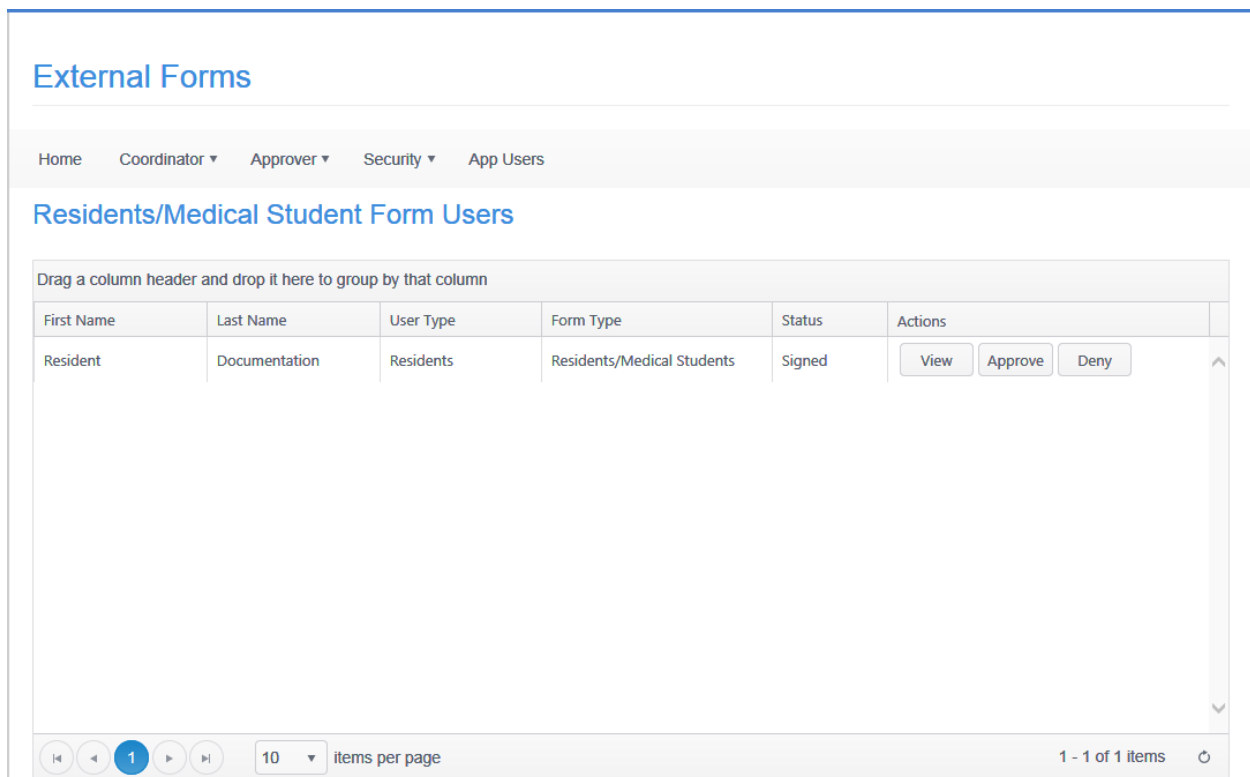
Approvers

Accessing Application

The Security External Forms application is a single destination to access many external security forms for Norton Healthcare. An important stage in the workflow is review of the request by an Approver. This step ensures that all access requests are evaluated for completeness and necessity prior to the request being sent to Security Administration for provisioning.

To access the application, choose “Security External Forms” from the Applications tab on NSite

Click the Approvers tab and select Residents/Medical Students Form Users to access the list of users who have submitted requests:



The screenshot displays the 'External Forms' application interface. At the top, there is a navigation bar with links for Home, Coordinator, Approver, Security, and App Users. Below this, the main heading is 'Residents/Medical Student Form Users'. A table is shown with the following columns: First Name, Last Name, User Type, Form Type, Status, and Actions. The table contains one row with the following data: Resident, Documentation, Residents, Residents/Medical Students, Signed, and a set of buttons (View, Approve, Deny). The interface also includes a pagination control at the bottom showing '10 items per page' and '1 - 1 of 1 items'.

First Name	Last Name	User Type	Form Type	Status	Actions
Resident	Documentation	Residents	Residents/Medical Students	Signed	<button>View</button> <button>Approve</button> <button>Deny</button>

To view the contents of a given request, click the View button. By default, this view is sorted so the most recent item is on top. You can change the sort order by clicking on a column header.

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Residents/Medical Students Form Info □ ×

First Name: Resident

Last Name: Documentation

Email: larisar23@gmail.com

User Type: Residents

Phone Number: (502) 555-9999

SSN: *** - ** - 2222

School Name: Univerisity of Louisville - School of Pediatrics

School Phone Number: (502) 555-8888

School Fax Number: (502) 555-9999

School Address: 3422 Market St Louisville Kentucky 40202

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Requested By: larisa.russell@nortonhealthcare.org

NPI#: 9839839839

- The external coordinator’s email address is shown in the event that there are any questions regarding the user’s responses or need for access.
- You may click Approve or Deny from within the view window or from the user list on the dashboard
- This will update the status of the request on the Coordinator dashboards

Users Create Invitation

Drag a column header and drop it here to group by that column

First Name	Last Name	Email	Organization	Form	Status	Actions
Resident	Documentation	larisar23@gmail.com	University of Louisville - School of Pediatrics	Residents/Medical Students	Approved	View

- Clicking *Approve* moves the form to Security Administration for provisioning and sends an email to the user informing him that access has been approved and that the ID and password will be provided upon completion of Epic training.
- Clicking *Deny* opens a text box to enter a reason for denial which will be sent to the user and be visible to the coordinators.
- Security Administration will click Done on the Security dashboard when the account has been created.
- Security Administration will communicate account creation to training.