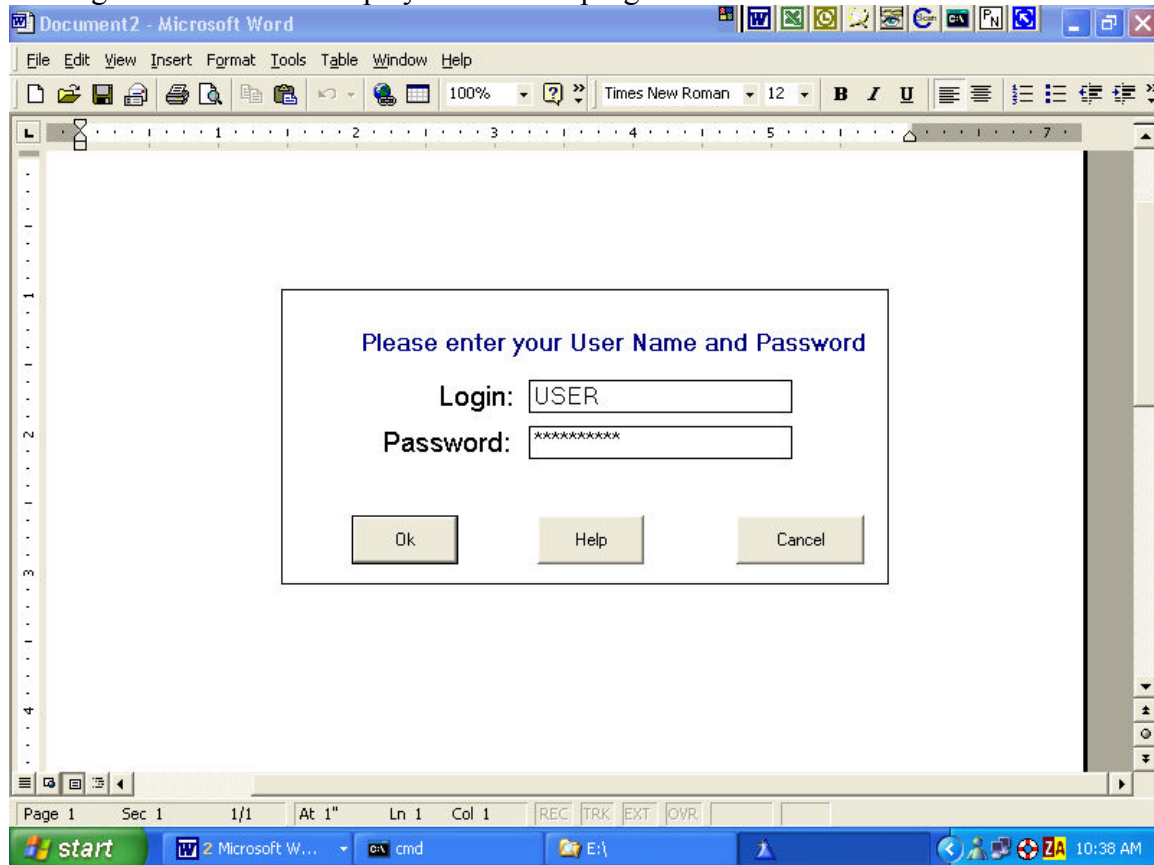


## Security Instructions:

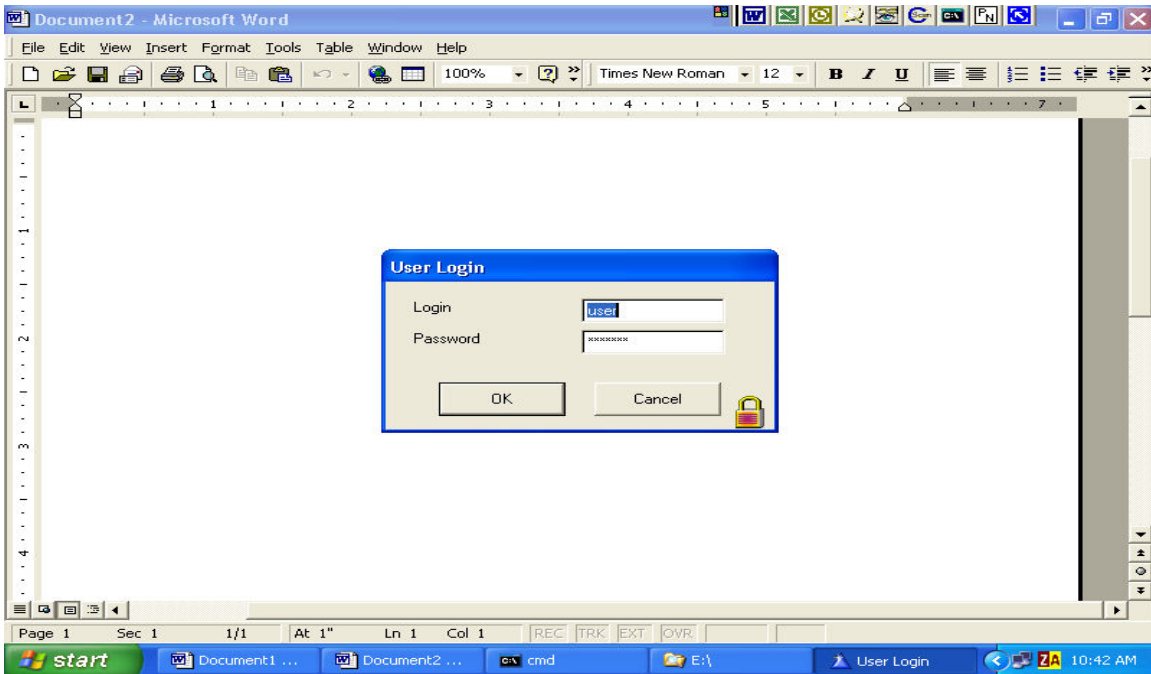
HIPAA regulations seem to require automatic log off or blanking of the computer screen. The Lock Screen Button on the main menu will blank and lock the screen. Windows 95, 98, NT, ME, 2000 and XP all have a screen saver that can pop up after X amount of time. Set the time to 2 minutes or any reasonable amount of time and set a password on the screen saver. This will protect your computer from unauthorized use should you forget to lock the screen. MED maintains a log file of user logins.

You may ignore all this if you are a one person office. At a minimum, change the default user password. You must be logged with supervisor rights in order to change security settings. You cannot add new users, change user permissions unless you have a supervisory login. The default username is USER the default Password is PASSWORD. The default login, USER, is initially a supervisor. You should change or delete this user and add your own supervisor account.

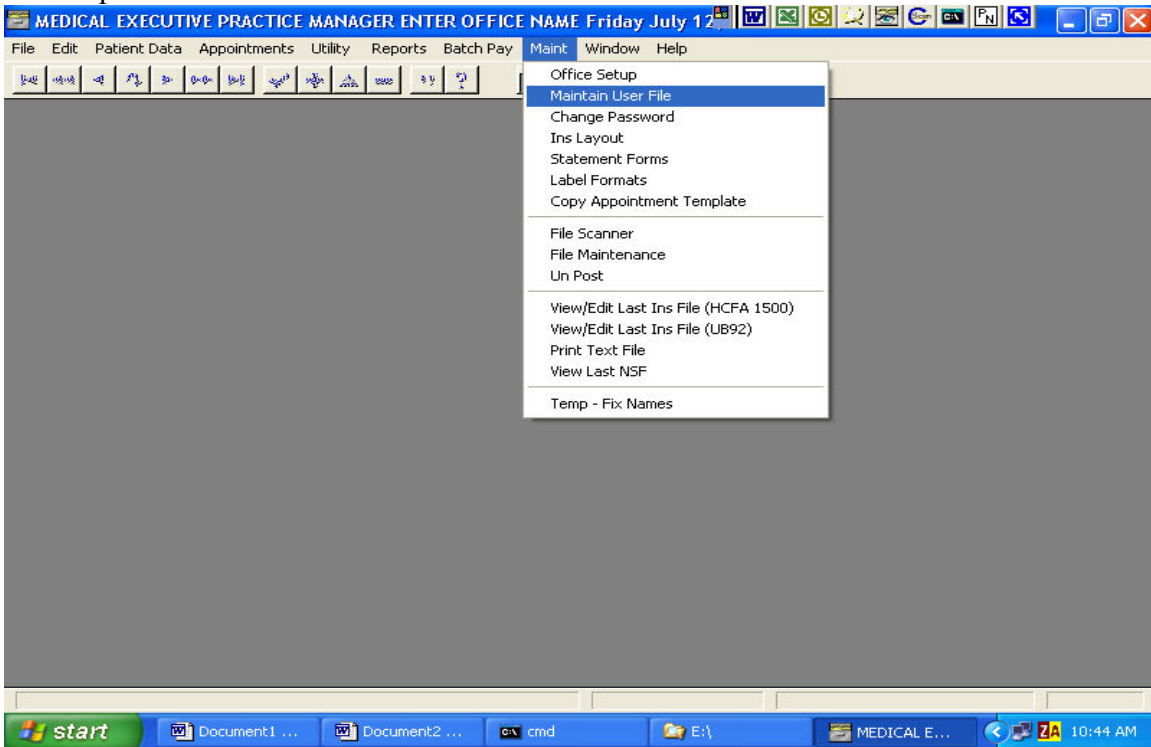
The login screen will be displayed when the program starts.



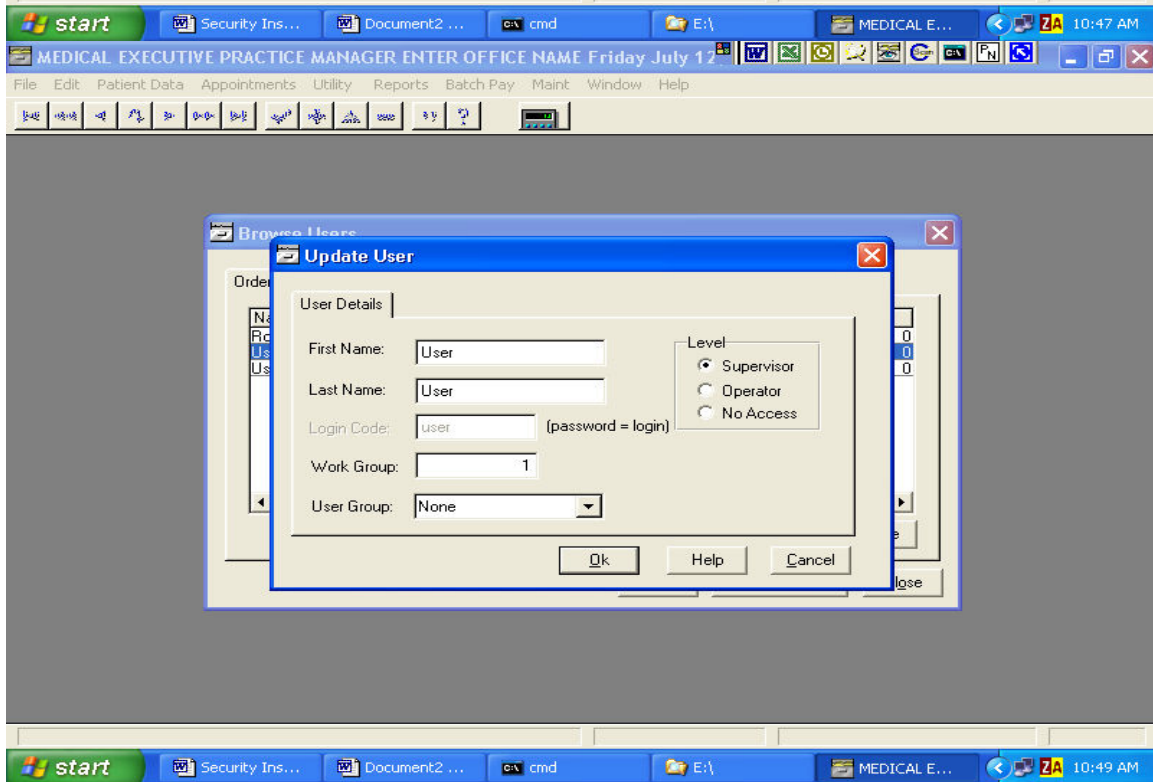
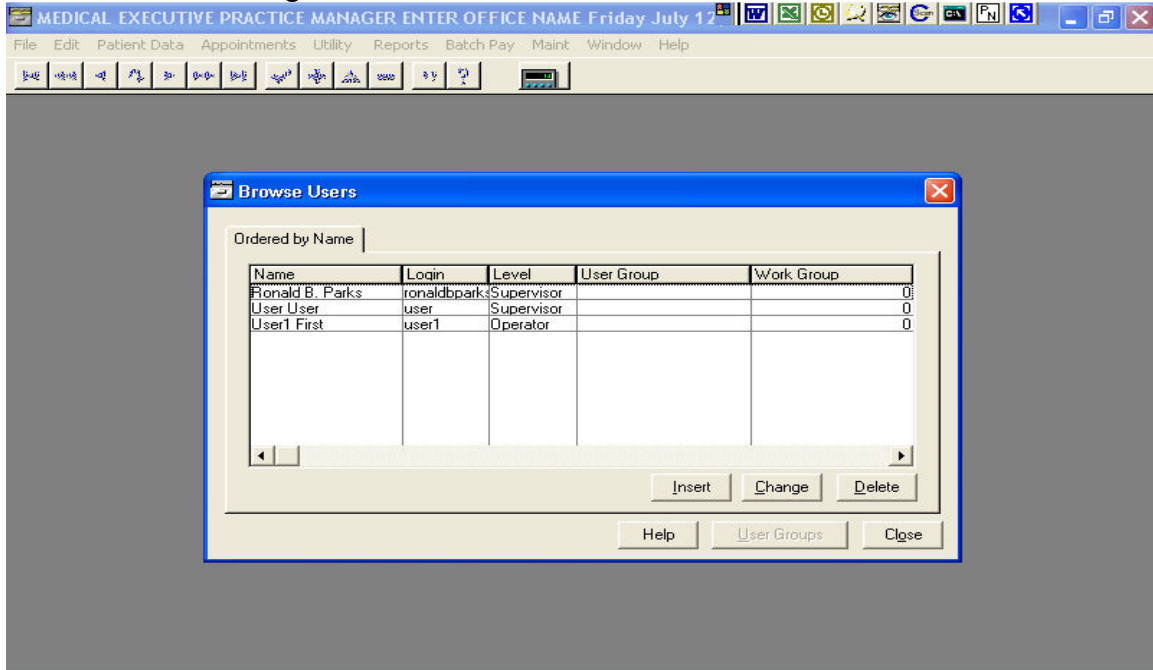
The initial Login is USER and the Password is PASSWORD. User names and passwords are not case sensitive. An invalid login will display the second login screen.



You will have another chance to enter a correct Login and Password. You have three attempts to login. A successful login will display the main menu. Select the MAINT menu option -> Maintain User File



The Browse Users screen allows you to add new users, change levels. You must have supervisor rights to access this screen. Select change to modify, Insert to add a new user and delete to delete a current user. Please do not delete the Ronald B. Parks login. This login will allow me to assist you in the event you have login problems. You may delete the User and User1 logins.



Enter the Users first and last name, assign a login code. The initial login code is also the initial password. This means a user with a login of Shari will have an initial password of Shari. The user should go to the MAINT menu, select Change Password and change their password. Assign a level of Supervisor, Operator and No Access. It is good practice to limit the number of users at the Supervisor level (rights). A single user office may use the default login, USER, and just change the password. I urge you to change the default password. Add as many users as you need.

**Assign a unique workgroup number. This number is used for transaction file logging. Use the on-line help for information on the transaction log file. Transaction file logging is different from the login access file.**

I am not currently using user and work groups, except for the work group number. This may change.

The following options are disabled for not supervisor logins.

- Backup/Restore
- Office Setup
- Maintain User File
- Ins Layout
- Statement Forms
- Label Formats (may be changed from another screen)
- File Scanner
- File Maintenance
- Un Post
- Daily Balance Report
- Reimbursement Analysis
- Practice Analysis
- Practice Analysis by Provider
- Analysis by ICD-9/Provider
- Day Sheets
- Aging Reports

The following screens have security settings. A supervisor may press (must for new operators) CTRL F8 to set permissions.

Browse Patient

Update Patient

Browse Providers

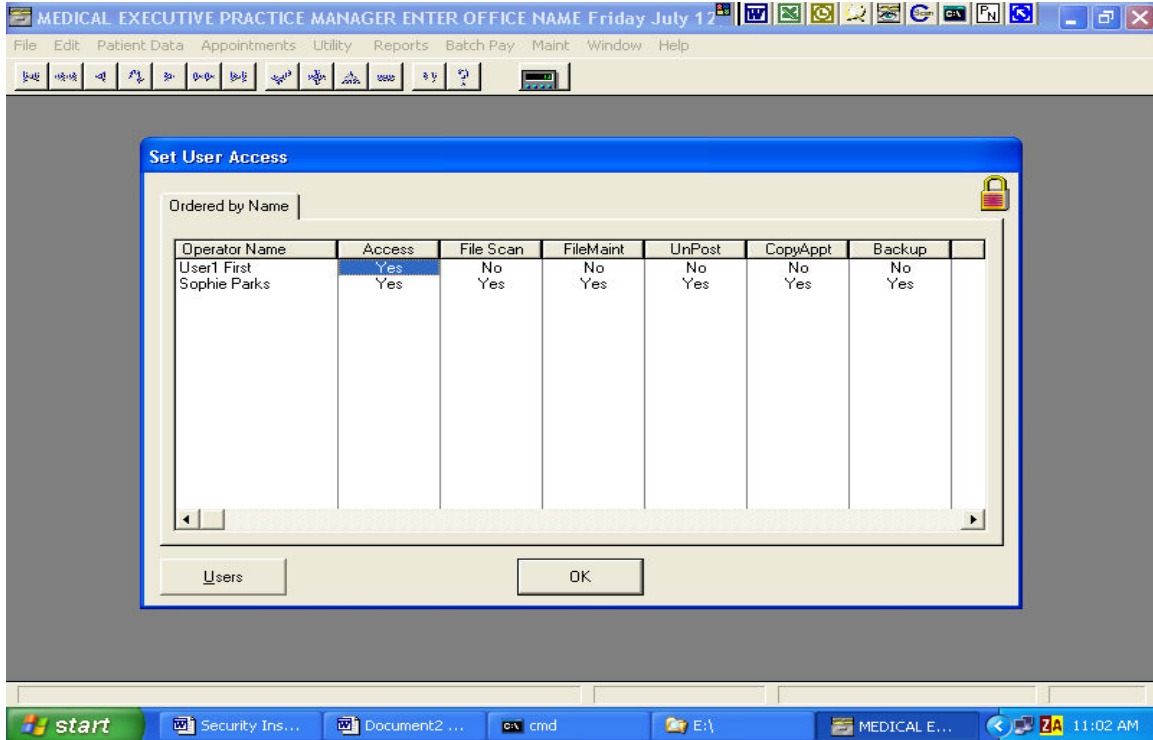
Browse Insurance Companies

Browse Referring Physicians

This list will change in future releases. Your input and suggestions will be appreciated.

## Changing Permissions:

Start the program, login as a user with supervisor rights. At the Main menu, press the CTRL F8 key (CTRL F8). The Set User Access screen will be displayed.



All non-supervisor logins will be shown. **You must assign an ACCESS of YES.** An ACCESS of no will not permit the user to login. You may click on the YES/NO to toggle the access right. This screen scrolls to the right. You must be a supervisor to maintain this screen.

Set the rights to YES for access or NO.

**Remember. After adding a new user. Press Ctrl F8 and assign the user an ACCESS of YES.**

## Changing a Users Password:

Go to the MAINT menu, Change Password.

Enter your current password, then the new password. You will need to enter new password twice. Do not forget your password. Your account will have to be deleted and re-added if you forget the password. There is no method to retrieve a forgotten password.

