

eCLEP-SUP Access Quick Start Guide

The eCLEP-SUP application is housed within the Health Commerce System (HCS). HCS Directors and HCS Coordinators can grant access to eCLEP-SUP using the instructions provided in this Quick Start Guide for the Organization Types listed below.

Organization Types

- Clinical Laboratory (Labs applying for or holding a NY clinical laboratory permit)
- Clinical Labs – Other (Labs without a clinical laboratory permit)

An employee must have a valid HCS account before their HCS Director or HCS Coordinator can grant eCLEP-SUP access. Directions for obtaining a new HCS account can found by clicking the “Sign Up Here” link on the [HCS login page](#).

You must have available the Permanent Facility Identifier (PFI) for your laboratory. Contact clepnpl@health.ny.gov if you do not know or do not have a PFI.

HINT:

- Clinical Laboratories (Labs applying for or holding a NY clinical laboratory permit) have an all numeric PFI number (e.g., “1234”)
- Clinical Labs – Other (Labs without a clinical laboratory permit) have an alpha-numeric PFI number (e.g., “A123”)

Getting Started

What do I need?

1. Health Commerce System (HCS) account with HCS Coordinator permissions at a Clinical Laboratory or Clinical Labs – Other.
2. Verify that the person to whom you want to assign the role has a valid HCS account.

Grant Employees Access to eCLEP-SUP

How do I assign employees to a role?

1. Login to your HCS account.
2. Open “Coordinator’s Update Tool” and select your facility, if needed.
3. Select the “Manage Role Assignments” tab.



4. Find the “CLRS Single Use Permit/ Test Entry Coordinator” role and click “Modify” to add or change which users are assigned to the role.

**Form Name:
Role Assignments**

Select a Role to Assign/Modify
for Internal Test for EPTRS

Role Description	Person in Role?	Modify Role Assignments	Role Description	Person in Role?	Modify Role Assignments
Assistant Laboratory Director	DOH Assigned	Modify	BT Preparedness/Response Coordinator	No	Modify
Blood Bank Director	No	Modify	Blood Bank Manager/Administrator	No	Modify
Blood Bank Supervisor	No	Modify	Blood Data Manager	No	Modify
CLRS Single Use Permit/Test Entry Coordinator	Yes	Modify	Chemist	No	Modify
Data Entry	Yes	Modify	Data Exchange Technical Point of Contact	No	Modify
Director, Laboratory	DOH Assigned	Modify	EDRS Facility Staff	No	Modify
EDRS Medical Certifier	No	Modify	Facility Cancer Reporting Submitter	No	Modify
HPN Coordinator	DOH Assigned	Modify	HPN Organizational Security Coordinator	DOH Assigned	Modify
Information Security Officer	No	Modify	Laboratory Manager/Administrator	No	Modify
Microbiologist	Yes	Modify	NYLEADS Reference Lab	No	Modify
Transfusion Service Director	No	Modify	Wadsworth External Kit Order User	No	Modify
Wadsworth Lead/Toxic Metals Results Coordinator	No	Modify	Wadsworth Micro/Virol. Results Coordinator	Yes	Modify
Wadsworth Remote Order Entry	Yes	Modify			

5. Look for the new employee starting in the second section where current HCS users can be found.

NOTE: Before assigning the role, make sure the user id next to the name is not "na."

- a. If you find the employee here, select the box next to the employee's name and click "Add Role Assignment."

Role Assignments

Choose from the options below to select a person for *Wadsworth Micro/Virol. Results Coordinator* at *O12 PROD Internal Test for CLEP TEST DUMMY*

1) Users already assigned to this role. To remove one or more users from this role, check the checkbox next to their name and click Remove Role Assignments.

Johnson, Amy - a27839	☐
	☐

Remove Role Assignments

-- OR --

2) Click on the check boxes next to the names of the persons you wish to assign to this role, then click on the Add Role Assignments button to add them. This list contains individuals already entered in the Communications Directory and associated, or hold roles, with your organization.

Jones, Amanda - a93789	☐
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Add Role Assignments **5.a**

-- OR --

3) If user does not appear in your Manage People List, and you know this user has an HCS ID, then search by user's last name or first few letters of the last name only. This searches all the active users. Click Submit. Scroll down the results on next page to find the person and their user ID. Select the user and click Add Role Assignment.

Search for Person(s) by Name:

-- OR --

4) Return to the list of roles. [Back to Role Assignments](#) **5.b**

- b. If you can't locate the employee in the second section, use the search box in the third section to search for them. Select the correct employee and click "Add Role Assignment."

1) Below is a list of users with a last name like: **Test, Test**. Scroll down the list of names to locate the user with a valid user ID you wish to assign to this role. Click the Add Role Assignments button. This list contains all users of the Health Commerce System. (Use Ctrl/Left click for multiple selections or to unselect).

Test test test, Test test test Test test test - m512484 - Z Test Hospital (PFI) -
Test test test, Test test test Test test test - dup01 - NYSDOH ISMSG

Add Role Assignment

If you would like to return to the list of roles, click on GO BACK.

-- OR --

2) If you did not find the user, then the user does not have an HCS ID or has a different last name. Click [here](#) to find a user by email, or other search criteria to confirm they have a valid HCS ID.

3) If you still did not find the user, then you can request for an account by clicking on [Request HCS Account](#)

-- OR --

4) Return to the list of roles. [Back to Role Assignments](#)