

NYS CLEP Permitted Laboratories and County DOH facilities can manage access to CLIMS through the HCS coordinator role assignments.

A. Getting Started

Verify that the person you want to assign the role has a valid HCS account and user id.

B. Grant Employees Access to CLIMS

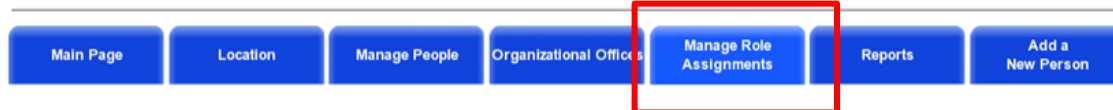
How do I assign employees to a role?

1. Login to your HCS account.
2. Open 'Coordinator's update' tools.
3. Choose your facility.
4. Select "Manage role assignment".
5. Find appropriate role and select "Modify".

Note: An individual can be assigned multiple roles and multiple people can be assigned the same role. All Results Coordinator roles include the Remote Order role.



Coordinator's Update Tool



**Form Name:
Role Assignments**

Select a Role to Assign/Modify
for *Wadsworth Center - David Axelrod Institute*

Role Description	Person in Role?	Modify Role Assignments	Role Description	Person in Role?	Modify Role Assignments
Wadsworth HIV/HCV Results Coordinator	No	Modify	Wadsworth Lead/Toxic Metals Results Coordinator	No	Modify
Wadsworth Micro./Virol. Results Coordinator	Yes	Modify	Wadsworth Remote Order Entry	Yes	Modify

6. Select the box next to the employee's name to grant access to the role.
Note Before assigning role make sure the user id is next to the name not 'na'

Role Assignments

Choose from the options below to select a person for *"Facility" Remote Order Entry*
at "ABC Hospital Laboratory"

1) Make the *Remote Order Entry* role non-applicable (N/A) [Make N/A](#)

-- OR --

2) Persons already assigned to this role. To remove one or more persons from this role, check the checkbox next to their name and click on the Submit button.

John Brown jmb01	<input type="checkbox"/>
Mary Smith mas05	<input type="checkbox"/>
	<input type="checkbox"/>

- OR -

3) Click on the check boxes next 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.

Test,Thomas - tmt83	<input type="checkbox"/>
Test, Terry - tert345	<input type="checkbox"/>

7. If employee name is unavailable, scroll down and follow the directions to search for the employee's name.

4) Finally, if the person does not appear in the list above, this will be their first role assignment in this organization and you will need to search for them in the directory. If the search returns no matches, you will have the opportunity to add a new person on the next screen. Enter the last name, or the first few letters of the last name, and click Submit.

Search for Person(s) by Name

Submit

-- OR --

8. Select the name with the associated id of the person from your facility and click "Add Role Assignments". Do not select a user id of "na".

1) These are search results for the last name like: **test**. Select names from the drop down list 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 with your organization. (Use Ctrl/left click for multiple selections or to unselect)

Test, Camu X - ct366897 : Z Test Hospital (PFI)
Test, Carol X - na - Z Test ACF

For facility types that are not clinical laboratories or county health departments, a 'Request for Access to the Wadsworth Center Laboratory Information Management System' form needs to be completed using the link:
https://www.wadsworth.org/sites/default/files/WebDoc/clims_hpn_access_form.pdf

The completed form can be e-mailed to clims@health.ny.gov or faxed to 518-474-8140 or 518-473-1326.