

FCDS IDEA Frequently Asked Questions (FAQs)

FCDS IDEA USER ACCOUNT

Page 1 - 3

p. 1 FCDS IDEA User Account Set-up

p. 2 Password Reset

User ID Retrieval

p. 3 User Account Renewal

FACILITY ACCESS ADMINISTRATOR (FAA)

Page 3 - 5

p. 4 FCDS Requirements

Establishing the FAA

p. 5 Management of FAA User Role Assignments

Frequently Asked Questions (FAQs)

FCDS IDEA User Accounts

1.) Do I need an FCDS IDEA User Account?

Yes, anyone accessing IDEA will need an FCDS IDEA User Account.

2.) How do I create an FCDS IDEA user account?

Please follow the instructions as listed below:

- a. Select the IDEA Requirements to access the IDEA page.
- b. Click **'Create new FCDS IDEA account'**
- c. The 'User Type Identification Screen' appears
- d. Select user role appropriate for your user account
- e. Click Continue
- f. The 'Create FCDS User Account' screen appears (**all fields with an * are required**)
 - a. Create a password
 - b. Re-enter the password to verify
 - c. Enter your email address
 - i. **Email address cannot be used with any other IDEA User Account**
 - ii. **Email address is required to receive your user information**
 - d. Re-enter your email address to verify
 - e. Select security question and answer
 - f. Complete demographic information
 - i. Name
 - ii. Complete mailing address
 - iii. Phone number/ Fax/ Alternate number
 - g. Verify your entries before clicking submit.
 - i. Once you click **Submit** an e-mail is generated and sent to your e-mail address.
 - ii. This email includes your assigned **User ID** and activation information.
 - iii. **You MUST respond to activate the user account.**
- g. Click on the link within the email to activate your account
- h. The IDEA log-in screen will appear
 - a. Input the username provided in email
 - b. Input the password you created during your account setup
- i. The 'Abstractor Attestation Details' dialog box appears if you chose 'Abstractor' as your role.
 - a. **Read the Abstractor Attestation dialog box carefully before checking the I Certify box.**
 - b. Click **Save** to complete attestation.
- j. An "abstractor" will have limited access until an FAA assigns them to a facility.

Frequently Asked Questions (FAQs)

3.) What is the procedure for lost or forgotten user id and/or password?

Access the FCDS IDEA page at <http://fcds.med.miami.edu/inc/idea.shtml#>

Click on the **User/Password Reset** button located bottom center of the login window.

The Forgot My Password dialog window will appear

Select correct button

The system will request specific information

If the information provided is correct an email will be sent for reset.

4.) Are multiple user accounts required for each facility that I am employed with?

No, a user may work for multiple facilities from one user account, by supplying specific information to the facility's Facility Access Administrator (FAA).

5.) How do I renew my FCDS User Account?

1. Log into **FCDS IDEA**
 2. Go to the **'IDEA User'** menu
 3. Select **Account Manager**
 4. You can update information as needed (**exception:** User Type)
 5. Double click in the box titled **'PASSWORD'** hit backspace and change password.
 - Select the **(?)** icon for the password requirements
 - The password must be changed to renew the user account.
 - Cannot reuse a previous password
 - The Renewal is valid for one year from the password change date.
 6. Retype the password in the box titled **'VERIFY PASSWORD'**
 7. Click on the **'SUBMIT'** button.
 8. The system will give message of successful update to user account.
- Note: System prompts for renewal beginning 30 days prior to expiration.

Frequently Asked Questions (FAQs)

Facility Access Administrator

1. Which facilities are required to establish a Facility Access Administrator (FAA)?

Every Hospital, Ambulatory Care, and Radiation Therapy facility must have an FAA.
Physicians' offices and Pathology Labs do not require an FAA.

2. Who can be a Facility Access Administrator (FAA)?

The FAA must be an employee of the facility. *Facility personnel such as the Director of Medical Records, Quality Assurance, Office Manager, etc ., can be designated as the FAA.*

A CONTRACTOR CANNOT BE THE FAA.

3. How do I apply for the FAA role?

Before registering as a FAA, an FCDS IDEA user account must be established.

Log into **FCDS IDEA**

Go to the '**IDEA User**' menu

Select '**Add Additional Role**'

Select '**Facility Access Administrator**'

Click '**add role**'

Confirm request

Select the '**File**' menu

Click '**Close All**'

The Facility Administrator Application will appear

Double click on greyed out **Facility** within the Facility table

Enter the 4-digit FCDS facility number

Select the TAB key (the table will populate with facility's information)

You will do this for each facility (if they share the same administration)

Now you will provide the Authoring Medical Facility Individual Information

This information is the person who is approving your designation as the facility's FAA.

Your information cannot substitute for the authorizing individual credentials.

Click the process button.

A PDF copy of the Facility Access Administration letter is generated.

Frequently Asked Questions (FAQs)

Print the letter

Close only the window containing the letter.

Verify all documentation has printed

Click **OK**

A notification message will display.

Copy the letter onto letterhead.

You will sign and date where indicated (your name will appear beneath the signature line)

Provide letter to the authorizing personnel to sign where indicated.

Fax the letter to FCDS at 305-243-4871.

*When the user adds the FAA role, the “**FAA User Role Assignments**” menu appears under the **IDEA User Menu**; however, it will not be active for use until the user’s FAA request has been approved.

4. How do I manage the user role assignments:

- To assign or renew users’ access you will need the individuals’ user-id and the email address associated with their user account.
- If the abstractor is currently associated with the facility, the FAA will only need to renew their access using the ‘Revoke/Renew’ tab (*see FAA User Role Assignments Instructions Renew Access, below*).

FAA User Role Assignments Instructions

Log into **FCDS IDEA**

Go to the IDEA User menu: **IDEA User**

Select FAA User Role Assignments menu (3rd Option listed)



Frequently Asked Questions (FAQs)

The Facility Assignment dialog box will appear with the Assign New User Tab view by default.

Facility Assignment FacilityAssignmentModule

Assign New User Remove / Renew Facility Users

User ID: * Get Roles

Email Addr: *

Facilities: Select Facility ▼

Role	Description	Assign

* Indicates a required item.

Save Cancel

To Add User:

1. Select the **Assign New User Tab** (default view)
2. Provide the following information in the indicated fields:
 - User ID
 - Email Address
 - Select the facility you are adding the personnel
3. The available *assignable roles* for the user will display within the table
4. Select the **Assign** button of the role for user.
5. Select the Save button.
6. The user is now setup to begin working.

You may review the user's access status by selecting the Remove/Renew Facility Users Tab and selecting the facility.

Frequently Asked Questions (FAQs)

To **Renew** User Access :

1. Select the **Remove/ Renew User Tab**
2. The Facility Assignment dialog box will display the Remove/Renew Facility User view:

Name	Role	Expiry	Remove	Renew

3. Select the facility you are adding the personnel by clicking on the down arrow

Facility * Select Facility

4. You will see all names for abstractors who currently have access to your facility including yourself.
 - You will select renew for your current users.or
 - Revoke for those no longer with your facility.
5. Select the Update button.

Your facility user role assignments are complete.

The FAA will receive an email twice a year (every six months) for verification of the facility personnel access.