

# Automated User Access Facility Access Administrator

Melissa Williams  
Dr. Jill MacKinnon

# Establish User Account

Before registering as a Facility Access Administrator, the user account must be established

Please see the documentation for establishing a user account

# Registering as the Facility Access Administrator (FAA)

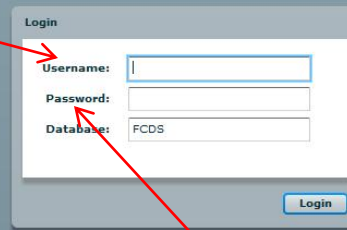
- **Every hospital, ambulatory care and radiation therapy facility that must have an FAA**
- What is an Facility Access Administrator (FAA)?
  - Administrator/supervisor of the registry activities
    - Assigns and administers abstracting personnel for the facility
    - Adds/deletes/modifies abstractor access to the data
  - FAA has complete control of the abstracting activities at their respective facility(s)

# Facility Access Administrator (FAA) continues

- ▶ Facility without an in-house cancer registry (ie, Hospital, Radiation Tx and Ambulatory Surgical)
  - Facility personnel such as the Director of Medical Records, Quality Assurance, Office Manager, etc can be designated as the FAA
- ▶ **Contact abstractors may not be FAA's.**

Log Into *IDEA* as you are accustomed to doing

Input Username



A small, light gray dialog box titled "Login" is centered on the page. It contains three input fields: "Username:" with an empty text box, "Password:" with an empty text box, and "Database:" with a text box containing "FCDS". A blue "Login" button is located at the bottom right of the dialog box. Two red arrows point from the yellow text annotations to the "Username:" and "Password:" fields.

Type password

IDEA \*FCDS\* - Windows Internet Explorer

https://fcdsnew.med.miami.edu/scripts/fcdswebapp/produ

File Edit View Favorites Tools Help

Convert Select

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Favorites The Florida Can... IDEA \*FCDS\*

JILL MACKINNON FCDS IDEA 01/04/2013 12:13

\*\*\*\* FCDS TEST 1 DataBase \*\*\*\*

Full Abstract Processing File Uploads/Entry Follow Back Reports/Inquiries **IDEA User** Physician Quality Control Statistics Education / FCDS Tools IDEA Admin

- AccountManager
- FAA User Role Assignments
- Add additional Role**

Click Add Additional Role

**FCDS** Florida Cancer Data System

A Joint Project of the Sylvester Comprehensive Cancer Center and the Florida Department of Health

Done Internet | Protected Mode: On 125%

sedogin - Windows Internet Explorer

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New FCDS IDEA 01/04/2013 12:21:03

\*\*\*\* FCDS TEST 1 DataBase \*\*\*\*

Physician File Window

**Click Facility Access Administrator**

**User Type Identification**

Select a user type from the list below that best describes how you interact with FCDS, then click the continue button to confirm your choice.

	Description
Statistics	
<b>Facility Access Administrator</b>	<i>This Role should only be granted to those users which have been identified as the administrator for a facility, and will authorize other users access to the IDEA system.</i>
Abstractor	
General User Role	

**Click Continue**

Continue

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GoToMeeting Viewer

Now viewing M Williams's screen

Webcams Zoom: 85%

https://fcdsnew.med.miami.edu/scripts/fcdswebapp/production/main.html

The Florida Cancer Data S... Citrix Online IDEA \*FCDS\*

LANA BENEDICT

FCDS IDEA

\*\*\*\* FCDS TEST 1 DataBase \*\*\*\*

01/04/2013 10:13:56

Full Abstract Processing File Uploads/Entry Follow Back Reports/Inquiries IDEA User Physician Quality Control Statistics Education / FCDS Tools Tools File Window

Facility Administrator Application TWFAADetails

Facility Access Administrator

User ID: lrbenedict  
Name: LANA BENEDICT  
Email: lana.benedict@orlandohealth.com  
Phone: (979)543-4066

Enter the facility number(s) you will be responsible for in the table below. Once you have entered and verified the information click the Process button to generate your application.  
Please note that the application **MUST** be printed on the Hospital or Facility letter head in order to be considered for approval.

Facility	Name	City / State
Facility		

Authorizing Medical Facility Individual Information

First Name: \*  
Last Name: \*  
Title: \*  
Email: \*  
Phone: \* Ext: \*

\* Indicates a required item.

Process Cancel

Type in the desired facility number

- 1) Complete information, click Process.
- 2) The Authorization letter will be generated.
- 3) Print letter and submit to FCDS.

100%

IDEA \*FC... These are ... The Florid... GoToMee... B Benedict, ... Desktop Melissa Willis 10:14 AM

CITRIX



# FAA Authorization Letter

The screenshot shows a web browser window with the address bar containing the URL: <https://fcdsnew.med.miami.edu/scripts/fcdswebapp/ReportServer/ShowReport.aspx>. The browser interface includes a menu bar (File, Edit, Go To, Favorites, Help), a search bar, and a toolbar with various icons. The main content area displays an email-style letter with the following text:

**TO:** Jill A. Mackinnon, PhD, CTR  
Project Director  
Florida Cancer Data System  
PO Box 016960 (D4-11)  
Miami, FL 33101

**From:** JILL MACKINNON  
EPIDEMIOLOGIST AND PROJECT DIRECTOR

Florida Cancer Data System  
PO Box 016960 (D4-11)  
Miami, Florida 33101

The Florida Cancer Data System (FCDS), Florida's legislatively mandated cancer surveillance system collects cancer patient data from each medical facility in the State of Florida. FCDS enhances the facility report with data from numerous state and national sources and returns the enhanced data to the facility via secure access. The original cancer reports and the returned enhanced data may contain Protected Health Information.

FCDS has implemented a new web-based facility access system. This system designates one individual at each reporting facility to be the Facility Access Administration (FAA). The FAA will have complete oversight regarding assigning and/or un-assigning reporting personnel from the respective facility. The assigned reporting personnel will have limited or full access to the reporting facility's Protected Health Information as determined by the FAA.

I authorize the individual designated below to be the Facility Access Administrator for:

**FCDS Facility Name:** JAMES M JACKSON MEMORIAL HOSPITAL  
**FCDS Number:** 2305

**Facility Access Administrator**  
Name: JILL MACKINNON  
Title: EPIDEMIOLOGIST AND PROJECT DIRECTOR  
E-Mail: [jill\\_mackinnon@miami.edu](mailto:jill_mackinnon@miami.edu)  
Phone Number: (305)243-3426

\_\_\_\_\_  
JILL MACKINNON

By signing below I attest I am authorized by the above referenced facility to make this designation. The individual named above as the Facility Access Administrator will continue to have this authority until I notify FCDS otherwise in writing.

**Authorizing Medical Facility Individual**  
Name: TEST TESTER  
Title: UP  
E-Mail: [test@aol.com](mailto:test@aol.com)  
Phone Number: (305)666-6666

\_\_\_\_\_  
TEST TESTER

This form must be completed and printed on the Medical facility's letterhead and faxed to the Florida Cancer Data System at 305-243-4971 in order to activate the Facility Access Administrator's account.

jmackinnon - 1c348e2080bc89b994e1296211c8a1

Done Unknown Zone | Protected Mode: On

# Authorization Process

- ▶ Signature and letter required because Protected Health Information is securely available to individuals designated by FAA.
- ▶ Who is the Authorizing Medical Facility Individual?
  - The individual having ultimate responsibility for approving release cancer surveillance data at the respective facility
- ▶ Authorization letters are required for each facility
  - The same individual may be an FAA at different medical facilities
  - The same individual may be an Authorizing Individual at different facilities

# Authorization Process

- ▶ Print Authorization letter from screen and have authorized individual sign it
- ▶ Fax letter to FCDS
  - (305) 243-4871
- ▶ Allow 24 hours for approval and activation
  - An e-mail will be sent to you indicating approval
- ▶ Log on to FCDS IDEA
  - Your FAA role is available under the 'IDEA User' menu item
  - Click and begin assigning your facility personnel and their respective roles

IDEA \*FCDS\* - Windows Internet Explorer

https://fcdsnew.med.miami.edu/scripts/fcdswebapp/produ

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JILL MACKINNON FCDS IDEA 01/04/2013 12:13

\*\*\*\* FCDS TEST 4 DataBase \*\*\*\*

Full Abstract Processing File Uploads/Entry Follow Back Reports/Inquiries **IDEA User** Physician Quality Control Statistics Education / FCDS Tools IDEA Admin

- AccountManager
- FAA User Role Assignments
- Add additional Role

Click FAA User Role Assignments

**FCDS** Florida Cancer Data System

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Done Internet | Protected Mode: On 125%

# FAA User Role Assignment

JILL MACKINNON

FCDS IDEA

\*\*\*\* FCDS TEST 1 DataBase \*\*\*\*

01/04/2013 13:20

Full Abstract Processing | File Uploads/Entry | Follow Back | Reports/Inquiries | **IDEA User** | Physician | Quality Control | Statistics | Education / FCDS Tools | IDEA Admin

**Facility Assignment** | FacilityAssignmentModule

**Assign Facility** | Revoke / Renew Facility

MELISSA K WILLIAMS

User ID: \* mwilliam

Email Addr: \* melissa\_williams@miami.edu

Facilities: 2305 - JAMES M JACKSON MEMORIAL HOSPITAL

Assignable Roles	Role Information	Assign
CER Reviewer	CER Revis - Review Pending, Waiting, Not Meets and Meets	<input type="checkbox"/>
CER Update	CER Update - Allow entry of treatment only in Follow Back and Partial status	<input type="checkbox"/>
Facility Data Entry (H	For Hospitals / Contractors / Ambulatory centers and for full cancer abstract submissions.	<input type="checkbox"/>

\* Indicates a required item.

Done

Internet | Protected Mode: On

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Type Abstractor's User Name and e-mail Address

Pull down and browse to facility

Click desired User Role(s)

# FAA User Role Renewal/Revoke

The screenshot shows the FCDS IDEA web application interface. The main menu includes options like 'Full Abstract Processing', 'File Uploads/Entry', 'Follow Back', 'Reports/Inquiries', 'IDEA User', 'Physician', 'Quality Control', 'Statistics', 'Education / FCDS Tools', and 'IDEA Admin'. The 'Facility Assignment' module is active, with the 'Revoke / Renew Facility' tab selected and circled in red. The facility is set to '2305 - JAMES M JACKSON MEMORIAL HOSPITAL'. A table displays the following data:

Name	Role	Expiry	Remove	Renew
MELISSA WILLIAMS	CER Update	07/04/2013	<input type="checkbox"/>	<input type="checkbox"/>

A red arrow points from a text box to the 'Renew' checkbox for Melissa Williams. The text box contains the instruction: 'Maintain User Role by checking the appropriate box'. Below the table, it indicates 'Record Cnt: 1' and 'Users currently assigned to this facility.' There are 'Update' and 'Cancel' buttons at the bottom of the module.

Maintain User Role by checking the appropriate box

# Questions or Comments

Please contact

Melissa Williams

[mwillia3@med.miami.edu](mailto:mwillia3@med.miami.edu)

Phone: 305 243-2641