

Automated User Access Facility Access Administrator

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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



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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)

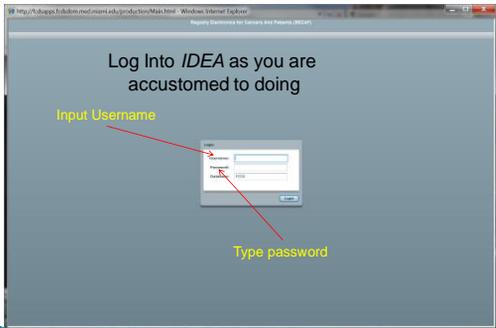


Facility Access Administrator (FAA) continues

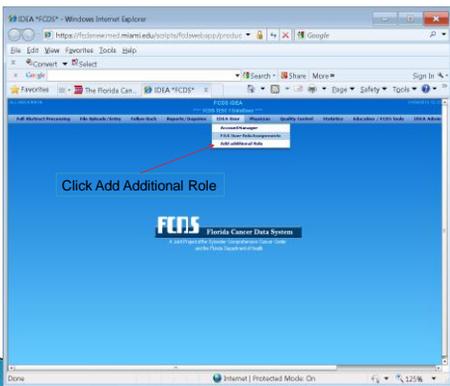
- ▶ Facility without an in-house cancer registry (ie, Hospital, Radiation Tx and Ambulatory Surgical)
 - Facility personnel such as the Director of Medical Records, Quality Assurance, Office Manager, etc can be designated as the FAA
- ▶ Contact abstractors **may not** be FAA's.



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Authorization Process

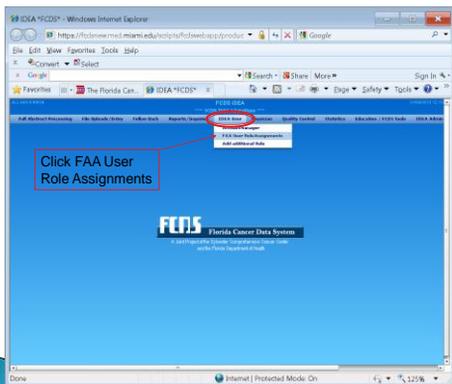
- ▶ Signature and letter required because Protected Health Information is securely available to individuals designated by FAA.
- ▶ Who is the Authorizing Medical Facility Individual?
 - The individual having ultimate responsibility for approving release cancer surveillance data at the respective facility
- ▶ 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

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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

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