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.











	_





FAA Authorization Letter



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

10

11

12



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'
 - Your FAA role is available under the 'IDEA User menu item
 - Click and begin assigning your facility personnel and their respective roles



Ella Edit	t Yiew Favorites Iools Help		
× 40	ionwert 👻 🛱 Select		
× Go	3 ^{tr}	▼ Search - SS Share More =	Sign
Favor	rites 🔤 • 🧱 The Florida Can., 😢 IDEA *FCDS* 🙁	(a) • 🖸 • 🖘 🕸 • Bada.	 Safety Tools Tools
and Abote	net Precenting File Relateds/Servey Fellow Bach Reports/Trajame	IDLA new Justice Quality (extent statutor)	Aducation / FEED looks 104.0
		Fild their Perkidenspresents	
l r		Not address that	
	Click FAA User		
	Role Assignments		
	Trole / toolgrineinto		
L	rtoic / issignments		
L	Tole Assignments		
	FCDS -	vrida Cancer Data System	
	ftins "	rrida Cancer Data System	
	FUIS no	vida Cancer Data System The Cancer Data System A Second State	
	FUIS n	vida Cancer Data System nite Cancer Data Case nite Cancer and Case	
	FUE	vrida Cancer Data System Inde Concernation Concernation de Concernation	
		vrida Cancer Data System noti internet and an anti- net internet disati	
	FLOS	nda Cascer Data System and a Cascer Data System and a standard flow	
	ft05	nda Cancer Data System na Supervisional Sun Can In Supervisional Sun	
		vela Cancer Data System March State (State State) March State State (State State)	
	ft05	white Concer Data System and a substantial and inter an Transformation	
		vida Cancer Daris System ng Nanotonian	

FAA User Role Assignment



FAA User Role Renewal/Revoke

13

15



Questions or Comments

Please contact

Melissa Williams <u>mwillia3@med.miami.edu</u> Phone: 305 243-2641

