

Assigning Roles in OneHealthPort

This presentation will take you through the easy process of assigning the “QA Manager” Role to a selected Staff member.

It is intended for the OHP Administrator within your organization.

If you are unsure who your OHP Administrator is you can receive assistance by:

- Calling 1-800-973-4797

Getting Started

Not sure whether your organization is already registered?

Do you need help with this process?

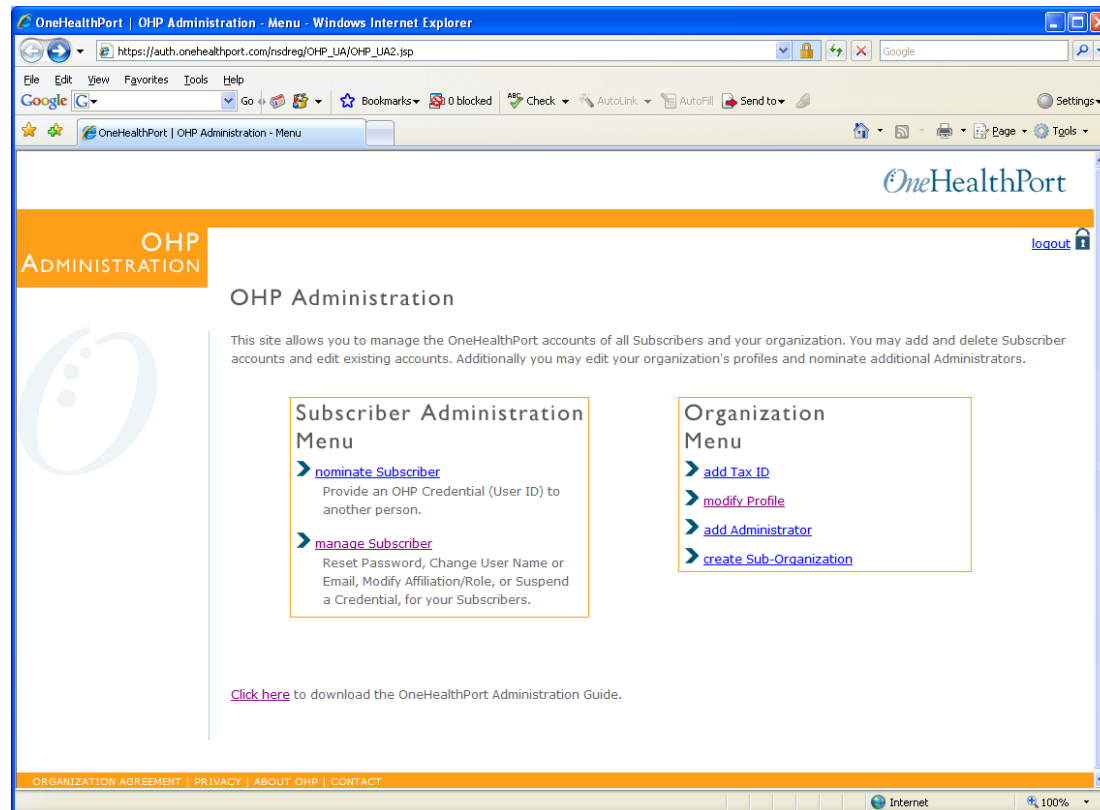
- You can receive assistance from OneHealthPort by:
 - Calling 1-800-973-4797

Need to register with OneHealthPort? [Register](#)

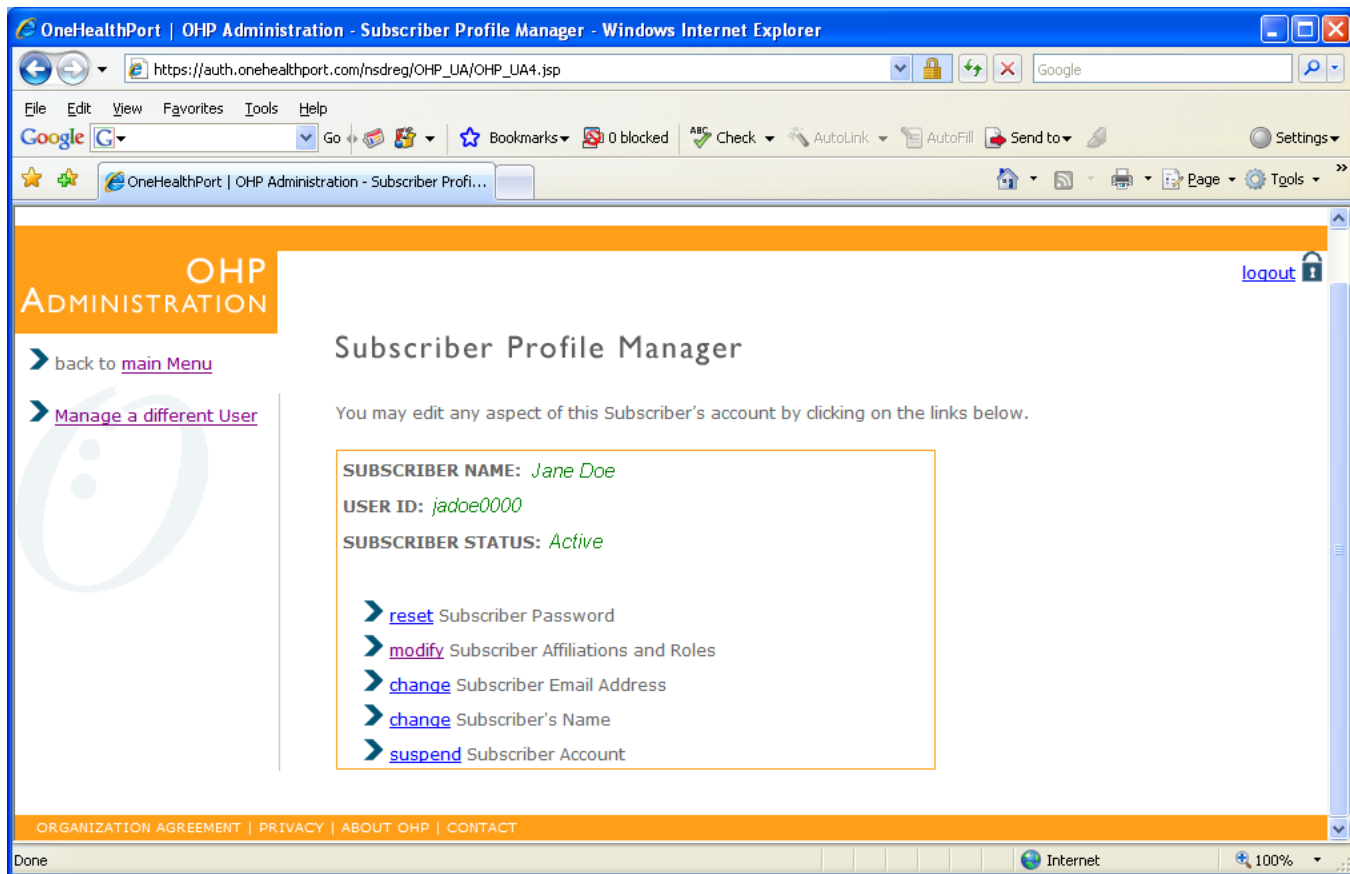
For other questions about OneHealthPort: [OHP FAQ](#)

Upon logging in to the [OHP Administration](#) service, you will see the following menu:

- If you haven't already done so, nominate the Subscriber who will be the QA Manager. OHP will easily guide you through the process.
- Then select manage Subscriber.



Enter the Subscriber's ID when prompted, then select "modify Subscriber Affiliation and Roles" from the following menu.



To assign the QA Manager Role, simply choose the correct affiliation for the Subscriber, then select “QA Manager” from the Role drop-down list.

The screenshot shows the OneHealthPort administration interface. The main heading is "Subscriber Profile Manager" with a sub-heading "Modify Subscriber's Affiliations & Roles". Below this, it states: "Listed below are the Affiliation(s) (groupings of Tax IDs) and Roles that have been assigned to the Subscriber."

On the left, there are instructions for deleting and adding affiliations/roles. The "TO DELETE AN AFFILIATION AND/OR ROLE" section lists: 1. check the 'delete' field, 2. click the 'update' button. The "TO ADD AN AFFILIATION AND/OR ROLE" section lists: 1. choose a new Affiliation, 2. choose a new Role, 3. click the 'update' button.

Subscriber information is displayed: SUBSCRIBER NAME: Jane Doe, USER ID: jadoe0000.

A table shows the current assignment:

Affiliation	Role	delete
My Organization	QA Report Manager	<input type="checkbox"/>

An "Update" button is located below the table.

Below the table, there are two dropdown menus for "Affiliation" and "Role", both currently set to "-- Add New --". The "Role" dropdown is open, showing a list of roles with "QA Report Manager" selected. Other roles include Licensed practitioner, Licensed nurse, Medical assistant, Other service provider, Billing specialist, Referral coordinator, Office manager, Office worker, and Medical Director.

At the bottom of the page, there are links for ORGANIZATION AGREEMENT, PRIVACY, ABOUT OHP, and CONTACT.

Congratulations! You are finished!