

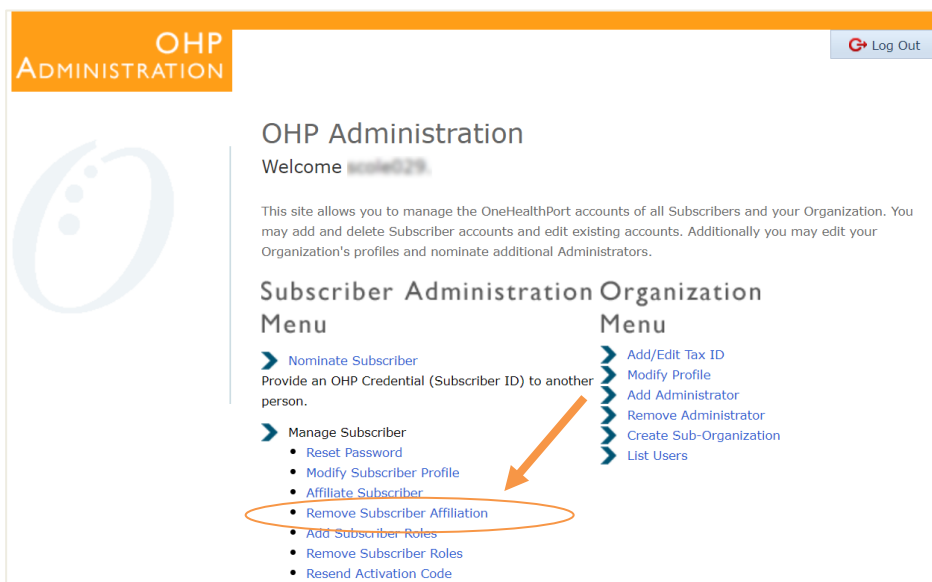
Removing Access When Employees Leave

Organization Administrators, it is crucial that when someone leaves your Organization, you remove their affiliation to your Organization. This helps keep patient information protected and ensures your Organization is not liable for inappropriate access of patient information by prior employees.

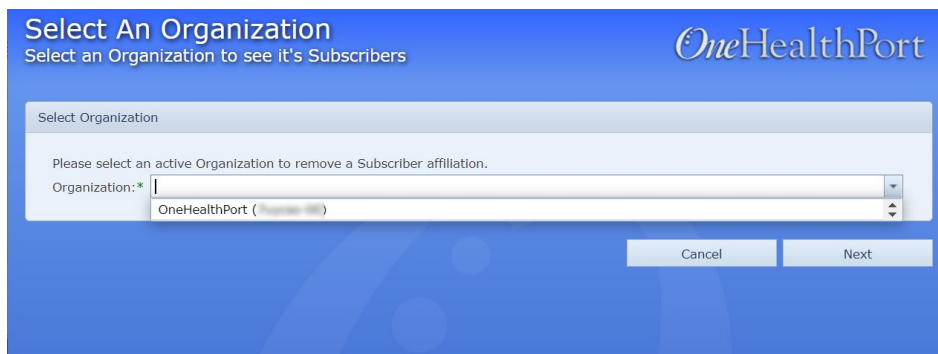
Here's how you can remove affiliations for employees who should no longer have access to OneHealthPort for your Organization.

Remove a Subscriber

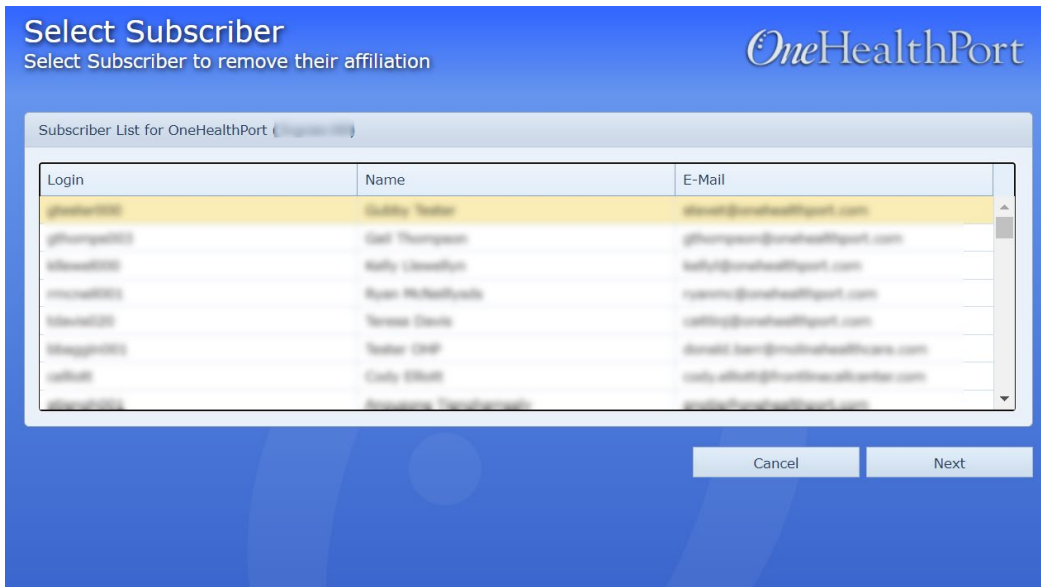
1. Log in to your [OneHealthPort Administrator Account](#).
2. Click on 'Remove Subscriber Affiliation' under 'Subscriber Administration Menu.'



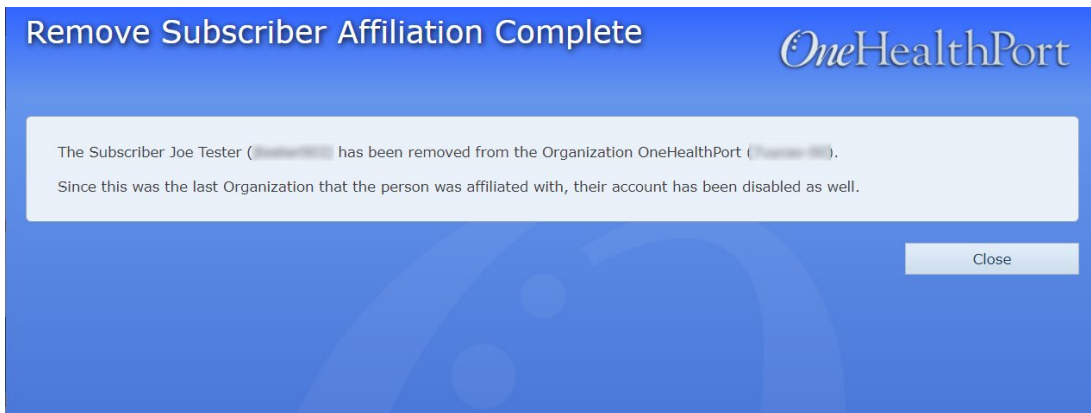
3. Select your Organization from the dropdown and click 'Next'.



4. A list of active users will appear. Select the Subscriber you want to remove from your Organization and click 'Next.' Do not click next unless you are sure you want to remove the Subscriber from your Organization. This is the last step.



5. You will receive confirmation that the user has been removed from your Organization. If they don't have any other affiliations, their account will be disabled.



Review your full roster

You can also review your Organization's full user list including active and disabled users.

- Log in to your [OneHealthPort Administrator Account](#).
- Click on 'List Users' under 'Organization Menu.'
- A list of users will appear. Note that all accounts that are disabled appear grayed out.
- If you know the Subscriber's name, you can search for them using their email at the top of the page. You can also download the roster to a CSV file and sort it by active users.

- If you wish to remove a Subscriber from your Organization from this screen, highlight the Subscriber row, and click Remove Affiliation at the top. This will remove them from your Organization.