



Responsibilities of a OneHealthPort Administrator

The Administrator plays a critical role in the OneHealthPort Trusted Community. The Administrator manages the OneHealthPort account for each participating organization. In this capacity the Administrator has a number of responsibilities that relate to protecting patient privacy, minimizing risk for provider organizations and simplifying access to participating sites for individual subscribers to the OneHealthPort service. The responsibilities of a OneHealthPort Administrator include:

- Creating subscriber accounts
- Limiting access of subscribers within the participating organization
- Modifying or deleting subscriber affiliations and roles when a subscriber's relationship with the participating organization changes. (e.g., an employee leaves the organization or a provider that is new to the organization)
- Assisting subscribers with resetting passwords
- Nominating staff members to be OneHealthPort subscribers
- Ensuring each user of the OneHealthPort system from their organization has a unique subscriber account.
- Establishing the organization affiliation and role for each subscriber that are used by OneHealthPort participating sites to grant access privileges
- Ensuring the participating organization has at least one other Administrator in place in case the original Administrator is unavailable to perform his/her duties or has left the organization
- Verifying the identity of all subscribers nominated by the organization for OneHealthPort digital credentials
- Maintaining the participating organization's information including affiliations (Tax IDs and other data) in an accurate and timely fashion