

WELFORD CHART NOTES NEWSLETTER

Volume 39, No. 5



November, 2011

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SECURITY ENHANCEMENTS

Version 6.0 has several enhancements to the Security System. Let's check them out.

Single Login

Users can log onto **Welford Chart Notes** using a single login name, rather than having to enter their first and last names into separate boxes. This login name consists by default of the user's first initial and last name. For example, John Doe's default logon is jdoe. To activate this feature:

1. Press System\Security\Options.
2. Check **Single login**.
3. Press **OK**.

If you don't want user login names to consist of their first initial and last name, you can change it to whatever you want, up to 15 characters. We recommend you do this, so that it is harder for unauthorized persons to access **Welford Chart Notes**. To do this:

1. Press System\Security\Assign.
2. Select the name of a user.
3. In the **Login** box, type in that user's new login.
4. Press **OK**.
5. Repeat steps 2-4 for each user whose login you wish to change.



You will likely want to implement this feature because it saves your users time every time they log onto the program.

Can't Reuse Password

You can enhance your security by preventing users from reusing their old passwords. Unauthorized personnel will have a harder time guessing a user's password if that password is forced to change frequently. The downside of using this feature is that your users must keep creating and remembering new passwords. To implement this feature:

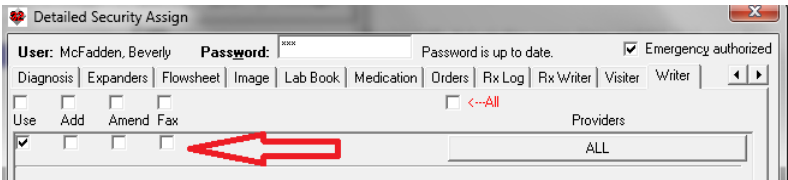
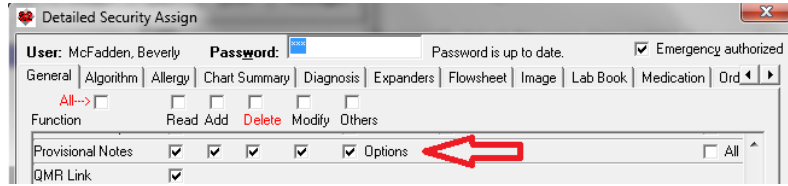
1. Press System\Security\Options.
2. Set **Can't reuse password within <n> days** to a number other than 0, such as 180 (which would mean that a user is not permitted to reuse a password within 180 days).
3. Set System\Security\Options\New Passwords Every <n> Days to a number other than 0, such as 90) which would mean that users must create new passwords every 90 days).
4. Press **OK**.

Permit Provisional but Prohibit Permanent Storage

You can arrange it so that certain users are allowed to store notes Provisionally, but are not permitted to store them permanently. For example, you might have a medical student or allied health professional whose note needs to be cosigned by a physician before the note is stored permanently. To activate this feature:

1. Press System\Security\Options\Detailed Assign.

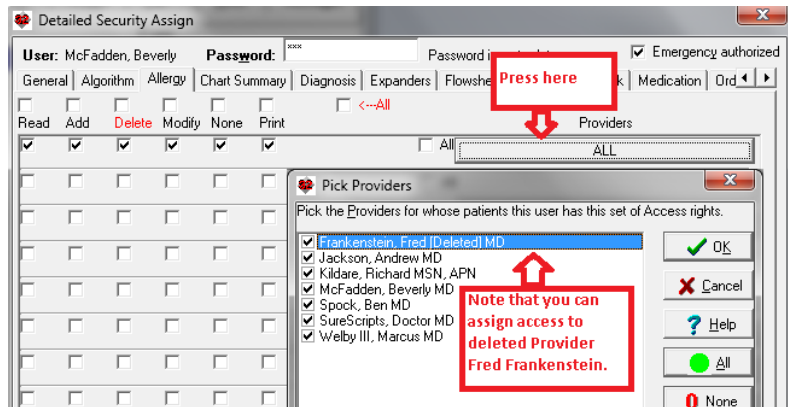
2. Check **Use Detailed Assign**.
3. Press **OK** twice.
4. Press **System Security\Assign**.
5. Enter the name of the User who is to have these particular privileges.
6. On the **General** page, scroll down to the **Provisional Notes** line, and check **Read, Add, and Modify**. (Check **Delete** if you wish to allow the user permission to delete Provisional Notes as well).
7. On the **Writer** page, for each **Provider** for whom you wish to prohibit this user from permanently storing notes, check **Use** but uncheck **Add** and **Amend**.
8. Press **OK** to store your changes.



Assign to Deleted Providers

If you delete a Provider from the program, you are prompted at that time to assign the patients of that Provider to another Provider. It is a good idea to do this, so that each patient has an assigned Provider who is active in the practice. However, you are not required to do so.

Once you have deleted a Provider, before version 6.0, it was no longer possible to assign security access to the patients of that Provider. This could create a problem if no users besides the deleted provider had been given access to that Provider's patients before the Provider was deleted from the program. This would mean that no one could access information about the patients of that Provider.



Starting with version 6.1, inside either Original or Detailed Security Assign, the names of deleted Providers are listed along with the names of Providers who have not been deleted. This allows you to assign security rights to the patients of deleted Providers even after they have been deleted, so that such patients will always be accessible to users that you designate.

Let's see how this works:

1. Press **System\Security\Assign**.
2. If you are using Detailed Security Assign, click on the Allergy tab. Then click on the Providers ALL button.

NEWS ON VERSION 6.1

We have added dozens of new features and enhancements to version 6.1. Version 6.1 lets you link easily to DynaMed, a database about medications and diseases which is updated daily.

SEND US YOUR TIPS

If you have tips, shortcuts, questions, or suggestions for future newsletter topics, please send them to us at:

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