


Adding a new user and copying authorizations

Adding a new user:

1. Log on to the Biotherapy Authorizations application.
2. Click the User Setup tab.
3. Click the **Add User** button.
4. When prompted, type the Partner's User Name or NT ID (network logon).
5. Click the **Search New User** button.
6. Click [Select](#).
7. When prompted:
 - a. By default, users are not assigned Key Giver authorization. If needed, click to select the Key Giver option.
 - b. Click to select Oncology or Non-Oncology as the user type.
 - c. For non-oncology, select a specialty from the drop-down list. If Other, type a description.
 - d. Click the **OK** button.
8. After successfully adding a new user, click **OK** at the prompt, to copy the authorizations from a current user, or from a user type, such as Apheresis View Only.
 -  If you cancel here, the new user is still on the list. Authorizations for site(s), application(s), and function(s) are still needed for access. For instructions, see Copying authorizations (next), or Editing authorizations (on the reverse side of this page).



Providers at DFCI use BOE only for oncology orders


Providers at BWH use BOE only for non-oncology orders

Providers at MGH use BOE for only one, either oncology or non-oncology orders

Copying authorizations from a current user or user type


1. To copy authorizations for a user who is already on the list, click the **Copy User** button.
2. On the Copy from user drop-down list, click to select the name of the user whose authorizations you wish to duplicate for another user.
 - If you started by clicking the Copy User button, be sure that the user you select at this point has the same oncology/non-oncology processing authorization as the user you are changing. If you do not, you will get an error, and have to start over.
 - If you're continuing from adding a new user, the options on this list include only users whose oncology/non-oncology processing authorization and specialty matches the new user.
3. If needed, from the Copy to user drop-down list, click to select the name of the user whose authorizations will be replaced by those of the user selected above. (The user is automatically selected if you are continuing the process of adding a new user.)
4. For physicians, if the user should be added to the list of patient MDs (to select the recipient's MD when ordering):
 - Click to check Auto-Add to Patient Physician List.
 - Verify and update as needed: First Name, Last Name, and Title (credentials).
 - Select from the Sites drop-down list: BWH, DFCI, or MGH. The site is selected at log on to BOE when providers write orders.
5. Click the **OK** button.
6. When prompted, click the **OK** button to confirm that you want to replace the second user's authorizations with those of the first.
7. Click the **OK** button to acknowledge the message when the authorizations have been copied successfully.

Accessing the user record


1. Log on to the Biotherapy Authorizations application.
2. Click the User Setup tab.
3. Access the user's record by finding it on the list or looking it up with the Query Current User option, then clicking Select in the leftmost column.
 -  The user's oncology/non-oncology authorization and non-oncology specialty are displayed in the user grid.

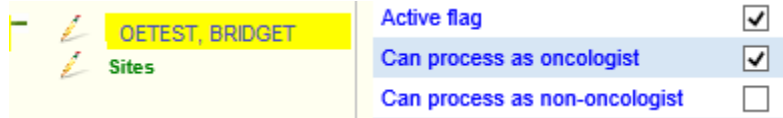
Editing user authorizations for Biotherapy applications



Removing access to all applications, or editing the oncology/non-oncology settings:


1. Click the  to the left of the user's name to display its parameters in the pane on the right.
2. Active flag is checked by default to allow access the Biotherapy; uncheck to inactivate the authorization.
3. Click **Save**.
4. At the notification that the selected user will lose access to all Biotherapy applications, click **OK**.
5. At the notification that the user was deactivated successfully, click **OK**. The user authorization grid displays, and the inactivated user is no longer listed.

Editing the oncology/non-oncology authorizations and non-oncology specialty:


1. Click the  to the left of the user's name to display its parameters in the pane on the right.




 OETEST, BRIDGET	Active flag	<input checked="" type="checkbox"/>
 Sites	Can process as oncologist	<input checked="" type="checkbox"/>
	Can process as non-oncologist	<input type="checkbox"/>

2. Check or uncheck the oncologist and/or non-oncologist option. At least one must be checked.
3. For non-oncology, click to select an option from the specialty drop-down list. If Other, type a description.
 -  Providers at DFCI use BOE orders only for oncology
 - Providers at BWH use BOE orders only for non-oncology
 - Providers at MGH use BOE orders for only one, oncology or non-oncology
4. Click **Save**, and then click **OK** when notified that the save was successful. The selection(s) are displayed in the user grid.
5. Click **Return to User List** when all changes are saved.


Adding or removing a site:

1. Click the  to the left of Sites in the tree on the left.
2. Click to check or uncheck one or more options as applicable: BWH, DFCI, MGH.
3. Click **Save**, and then click **OK** when notified that the save was successful. In the tree on the left, the checked items are added, and the unchecked items are removed.
4. For a newly added site, add application(s) and functions as needed. See next for instructions.
5. Click **Return to User List** when all changes are saved.

Adding or removing applications for a site:

1. Click the  to the left of the site (BWH, DFCI, or MGH) in the tree on the left. (The site must be added before applications can be authorized. See above for instructions.)
2. Click to check or uncheck the applications for the site: Authorizations, BOE, BPAA, Medical Records, Tools (builder, patient MD list).
3. Click **Save**, and then click **OK** when notified that the save was successful. In the tree on the left, the checked items are added, and the unchecked items are removed.
4. For a newly added application, add functions as needed. See next for instructions.
5. Click **Return to User List** when all changes are saved.

Adding or removing functions for an application:

1. Click the  to the left of the application in the tree on the left. (The application must be added before functions can be assigned. See above for instructions.)
2. Functions vary for each application. If all or most functions are needed, click to check Activate All Items, and then uncheck any that aren't needed.
3. Click **Save**, and then click **OK** when notified that the save was successful. In the tree on the left, the checked items are added, and the unchecked items are removed.
4. Click **Return to User List** when all changes are saved.