

LOCAL ADMINISTRATOR GUIDE FOR ASSIGNING USER ROLES

ROLES(S)	CONSIDERATIONS	ENABLES ACCESS TO	POTENTIAL USERS
Clinic Data Entry- Antenatal Records Report	<ul style="list-style-type: none"> For hospitals participating in the Antenatal 1 & 2 Family Health Team pilot - allows users to print the report if an A1&2 records is not available Users with data entry privileges do not require this role - the report can be accessed in the labour and birth encounters 	A1&2 records for printing	Hospital staff who may be required to print the A1&2 record
Data Entry – HBHC Report	<ul style="list-style-type: none"> For hospital data entry users or midwifery practices groups participating in the HBHC project 	HBHC screen report for printing	Midwife, labour-delivery, mother-baby unit staff
HBHC Screen Access – No Editing	<ul style="list-style-type: none"> Assigned by BORN to Public Health Nurses (PHNs) who require access to print the HBHC screen 	HBHC screen report for printing by PHNs	Public Health Nurses – (PHNs)
Hospital - IT Department	<ul style="list-style-type: none"> For IT staff to support Local Administrator(s) with BIS password functions 	Create and reset passwords	IT department staff
Hospital Data Analysis - Administrative reports	<ul style="list-style-type: none"> Needed for Data Quality Management at the end of each month. Provides access to reconciliation, incomplete record, and other administrative reports 	Data Quality Reports	Unit clerk, RN, manager, etc.
Hospital Data Analysis - Clinical reports	<ul style="list-style-type: none"> For access to clinical reports that provide monitoring, analyzing performance, benchmarking and review of maternal/newborn patient outcomes and clinical practice. These reports also allow users to extract record-level data of all patient information entered into the BIS. 	Clinical Reports	Senior leadership, manager, charge nurse, decision support etc.
Hospital Data Analysis - NICU	<ul style="list-style-type: none"> For access to clinical reports that provide monitoring, analyzing performance, benchmarking and review of NICU/SCN patient outcomes and clinical practice in the NICU. These reports also allow users to extract record-level data of all patient information entered into the NICU encounter. 	Data Quality Reports <i>and</i> Clinical Reports	Unit clerk, RN, manager, charge nurse, decision support, senior leadership
Hospital Data Entry - Antenatal General	<ul style="list-style-type: none"> For data entry into the Antenatal General encounter 	Antenatal General encounter	Pre-admission or antenatal clinic, labour-delivery, mother-baby unit staff
Hospital Data Entry - Antenatal Specialty	<ul style="list-style-type: none"> For entry of congenital anomaly data into the Antenatal Specialty (AS) encounter 	Antenatal Specialty (AS) encounter	AS data entry staff at the 5 tertiary care centres ONLY
Hospital Data Entry - Birth (Mother and Child)	<ul style="list-style-type: none"> For data entry into the Birth Mother and Birth Child encounters 	Birth Mother and Birth Child encounters	Labour-delivery, mother-baby unit, health records staff, midwives, etc.

Hospital Data Entry - Labour	<ul style="list-style-type: none"> For data entry into the Labour encounter 	Labour encounter	Labour-delivery, mother-baby unit, health records staff, midwives, etc.
Hospital Data Entry - NICU	<ul style="list-style-type: none"> For data entry into the NICU encounter 	NICU encounter	NICU staff, health record, staff, etc.
Hospital Data Entry – Postpartum(Mother and Child)	<ul style="list-style-type: none"> For data entry into the Postpartum Mother and Child encounters 	Postpartum Mother and Postpartum Child encounters	Labour-delivery, mother-baby unit, health records staff, midwives, etc.
Leadership - Mat/Newborn Dashboard	<ul style="list-style-type: none"> Allows access to the Maternal Newborn Dashboard display and reports (MND) ONLY 	MND display and reports	Senior leadership
Organization Data Acknowledgment	<ul style="list-style-type: none"> Users with responsibility for data acknowledgement 	Data Acknowledgement page	Charge nurse, manager, unit clerk, director, etc.
Organization Local Administration	<ul style="list-style-type: none"> Local Admin manages the administrative functionality of the BIS 	User management: create new users, assign privileges, revoke access, change passwords, etc.	Charge nurse, manager, unit clerk, director, etc.
Organization Local Administration - Labour/Birth/Postpartum only	<ul style="list-style-type: none"> Local Admin manages administrative functionality of the BIS for Labour/Birth/Postpartum encounters ONLY 	User management: create new users, assign privileges, revoke access, change passwords, etc.	Charge nurse, manager, unit clerk, director, etc.
Organization Local Administration-(NICU only)	<ul style="list-style-type: none"> Local admin manages administrative functionality of the BIS for NICU encounters ONLY 	User management for NICU encounters ONLY : create new users, assign privileges, revoke access, change passwords, etc.	Charge nurse, manager, unit clerk, director, etc.
Organization queue management - (Upload only)	<ul style="list-style-type: none"> For hospitals that upload data from an EMR Note: Most often data entry roles are assigned with these privileges. 	Upload queues - normalization, cleansing, and match queues	IT, decision support, nurse, clinical informatics, health records staff, unit clerk, etc.
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