

Functional Security

Understanding & Applying Security Components

Empowering Extraordinary Patient Care

Presenters:



- **Kathryn Halliwill – Galen Consultant**

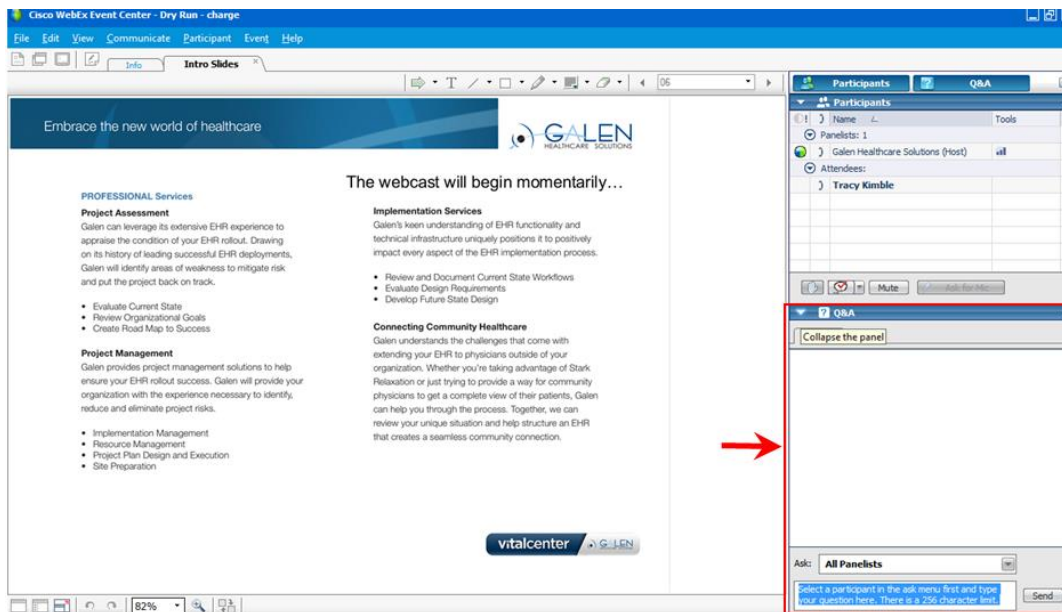
- Over 20 years of experience in Healthcare
 - EHR Implementations
 - Practice Management Systems Implementation
 - Practice Workflow Analysis
 - Management of After Hours Clinics



- **Ellen Thomas – Galen Consultant**

- 23 years of Healthcare Experience
- 6 years of Allscripts Software Experience
 - End User Training
 - EHR Implementation
 - MU Configuration

- Your phone has been automatically muted.
- Questions can be added to the Q&A panel during the presentation and we will allow time at the end of the presentation for you to add any additional questions. Answers will be posted to the Wiki.
- Slide deck will be posted to Wiki within the following week.



Agenda

- **Functional Security Overview**
 - Security Gates (Gates)
 - Security Codes (Keys)
 - Security Classifications (Key Rings)
- **Patient Access Security**
 - Patient Security Groups
 - Confidential Patients
 - Schedule Security
- **Document Security Components**
 - Change
 - Viewing
- **Demonstration**
- **Time to submit questions**



Security Gates

- **Defined at the enterprise level**
- **Access points for performing functions in TWEHR**
- **Gates are locked with security codes**
- **Without security codes, gates would be unlocked and accessible to all users**



Security Gates: Continued

The left column displays the pre-defined, enforced Security Gates

TWAdmin>Security Admin>Security tab

The right column displays the security code associated to the gate.

These codes are chosen from a drop down list that appears when the Security Code field is selected

Description	SecurityCode
Can Prescribe	Can Prescribe
Break Glass	Break Glass
Confidential Patients	Confidential Patients
Chart-View	Chart-View
Chart-Edit	Chart-Edit
Chart-Print	Chart-Print
Chart-PrintChart-Set System Templates	Chart-PrintChart-Set System Templates Key
Results-Verify	Results-Verify
Results-Edit	Results-Edit
Results-Invalidate	Results-Invalidate
Document-Invalidate	Document-Invalidate
Document-Reconcile	Document-Reconcile
Document-Management	Document-Management
Chart-PrintChart	Chart-PrintChart
Restricted Patient Gate	Restricted Patient Access Security Code
Employee and Family Patient Group...	Employee & Family Patient Access Security C...
VIP Patient Group Gate	VIP Patient Access Security Code
Results-EditInterface	Results-EditInterface
Physician Administration Tool Admin	Physician Administration Tool Admin
Physician Administration Tool Group...	Physician Administration Tool Group Lead
EReply	EReply
Clinical Desktop View - Edit	Clinical Desktop View - Edit
ChartViewer View - Edit	ChartViewer View - Edit
Can Renew	Can Renew
Print Queue-View Rx	Print Queue-View Rx
Print Queue-View Chart Item	Print Queue-View Chart Item

Patient Security Groups Security

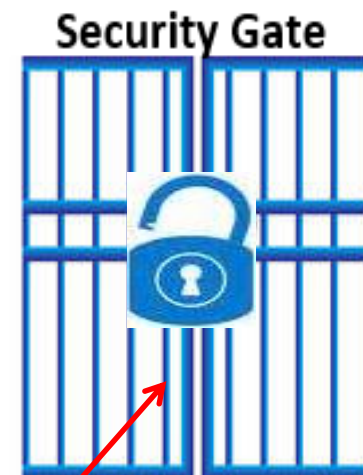
Security Setup: Security Gates

Description	SecurityCode
Can Prescribe	Can Prescribe
Break Glass	Can Prescribe
Confidential Patients	Can Renew
Chart-View	Can Reprint/Resend Rx
Chart-Edit	Chart-Alert-Edit
Chart-Print	Chart-Alert-View
Chart-PrintChart-Set System Temp...	Chart-Download
	Chart-Edit
	Chart-Print

Security Codes

- Defined at the enterprise level
- Most security codes “mirror” the name of the security gate that they unlock

Security Setup: Security Gates	
Description	SecurityCode
Can Prescribe	Can Prescribe



- Once assigned to a security gate, the code becomes the “Key” to unlock that gate



Security Classifications

- **Defined at the enterprise level**
- **Groupings of security codes**
- **A code or codes must be assigned to a classification before it can be assigned to user(s)**
- **Typically based on a user's role within the organization**
- **Assigned at the user level**
- **User's can be assigned more than one classification**



Security Classifications: Continued

Security Setup: Security Classification

Code	Name	Inactive	Patient Security	Enforced
CanRenew	Can Renew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CanRePrntRx	Can Reprint/Resend Rx	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CVEditUG	ChartViewer View - Edit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CDVEditUG	Clinical Desktop View - Edit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLINE	ClinicalStaff EarlyUsers Orders/Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CQSAccess	CQS Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ChargeRprt	Daily Charge Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DocMgnUG	Document Manage Security User Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EmployeeAG	Employee & Family Patient Access Group	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EReReplyUG	EReReply Classification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FileAAG	File A Patient Access Group	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FullChrtUG	Full Chart Security User Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HCChrt	HCC Billercoder Chart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NVEditUG	Note View - Edit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FileAAG	File A Patient Access Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Classification: Full Chart Security User Group

Assigned Security Codes

- Chart-Edit
- Chart-Print
- Chart-PrintChart
- Chart-PrintChart-Set System Templates Key
- Chart-View
- Document-Invalidate
- Document-Management

Assign Codes

Users Assigned This Classification

- Allscripts New World Health

Assign Users

Once the Classification has been created you select the entry and assign the Codes.

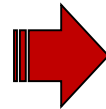
Then assign the classification to the users.



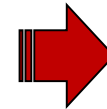
Security: The Big Picture



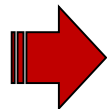
Security Gates unlocked



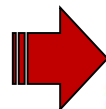
Security Code created



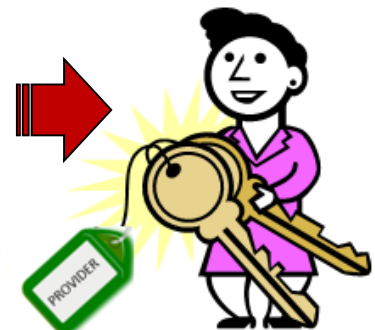
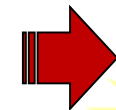
Code applied and Gate access restricted



Security Classification created



Security Codes Applied to Classification



User assigned to Classification now has access to gated areas of EHR

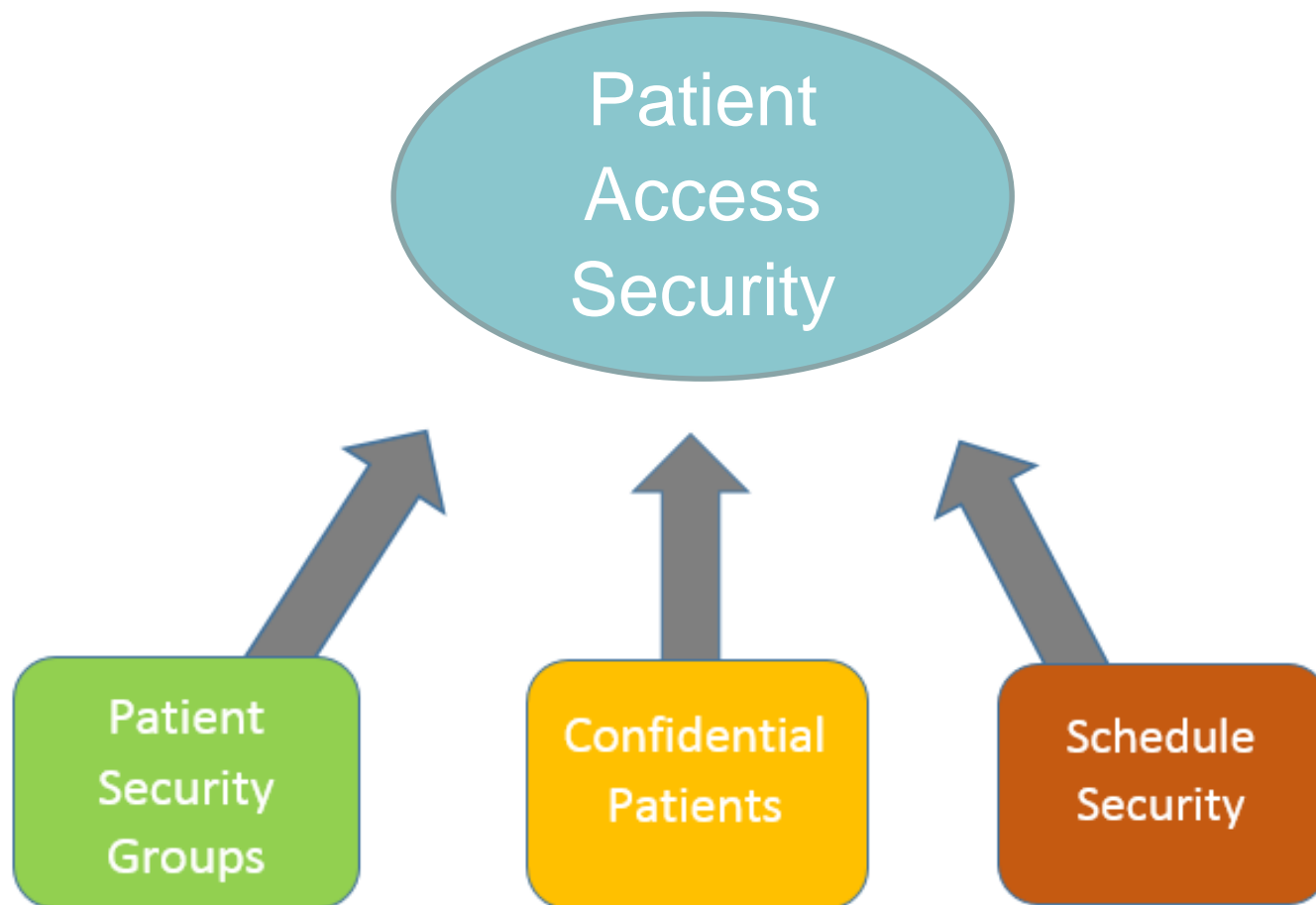
DEMO

FUNCTIONAL SECURITY

SECURITY GATES

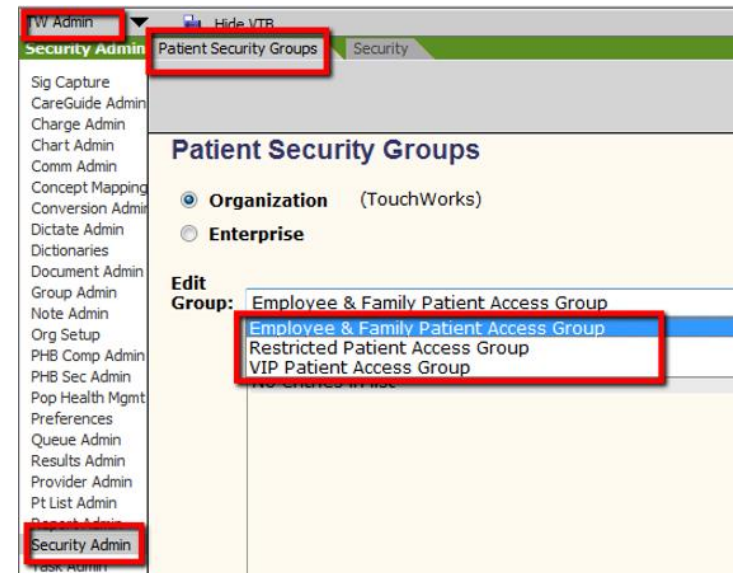
SECURITY CODES

SECURITY CLASSIFICATIONS



Patient Security Groups

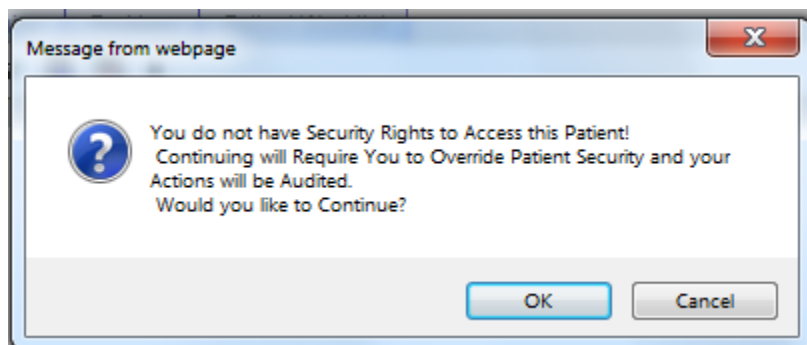
- **Managed in Security Admin > Patient Security Groups**
- **Defined at the Organization or Enterprise level**
- **3 suggested groups delivered:**
 - VIP
 - Restricted
 - Employee and Family



DOES NOT PREVENT ACCESS TO THE PATIENT'S CHART

Patient Security Groups

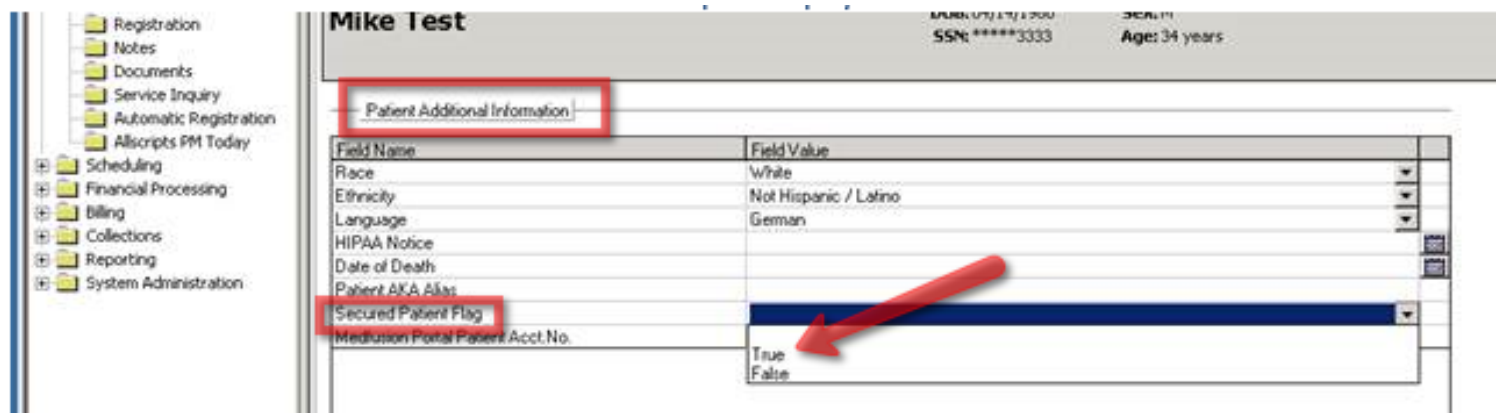
- Patients must be manually assigned to group(s)
- Users without the security code in their classification will be prompted to continue with actions audited at the highest level
- Does not prevent access to the patient's chart



Confidential Patients

- Can limit access to the patient's record
- Commonly used for VIP patients such as well-known public figures
- Patients are flagged in the practice management system

Allscripts Practice Management > Patient Registration screen > Additional Information > Secure Patient Flag > = True



Mike Test MRN: 0714718200 DOB: 11/11/77
SSN: *****3333 Age: 34 years

Patient Additional Information

Field Name	Field Value
Race	White
Ethnicity	Not Hispanic / Latino
Language	German
HIPAA Notice	
Date of Death	
Patient AKA Alias	
Secured Patient Flag	True
Medication Portal Patient Acct.No.	False

Confidential Patients

- For users with Confidential Patient security code there is complete chart transparency
- For users without this code:
 - Will only see time of the appointment on the schedule (no name)
 - Will not be able to access the patient's chart
 - **Will not be able to send or receive tasks for these patients. Task can easily be lost.**



Provider Schedules [Arrived, Pending and Rescheduled](#)

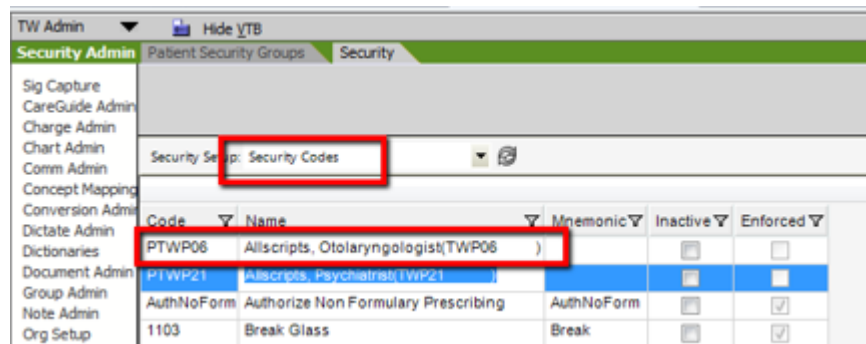
Date:

Prov1:

\$	N	TC	CS	A	Pt Loc	Time	Patient
		<input type="checkbox"/>		Arr		09:00 AM	Allscripts,Brad T
		<input type="checkbox"/>		Arr		09:30 AM	Allscripts,Chris T
		<input type="checkbox"/>		Arr		10:00 AM	Allscripts,Frank T
		<input type="checkbox"/>		Arr		10:30 AM	Allscripts,Nathan T
		<input type="checkbox"/>		Arr		02:30 PM	Test,1201
		<input type="checkbox"/>		Arr		03:00 PM	

Schedule Security

- Managed in TWAdmin > TWUser Admin for user/providers
- Under Provider Detail I tab:
 - Billing Provider
 - PCP
 - Schedulable
 - Secure Schedule
- Once checked (and saved), the system automatically creates the corresponding security code for the user/provider



- Only users assigned this code will be able to search or view the user/provider's schedule

DEMO

PATIENT ACCESS SECURITY

PATIENT SECURITY GROUPS

CONFIDENTIAL PATIENTS

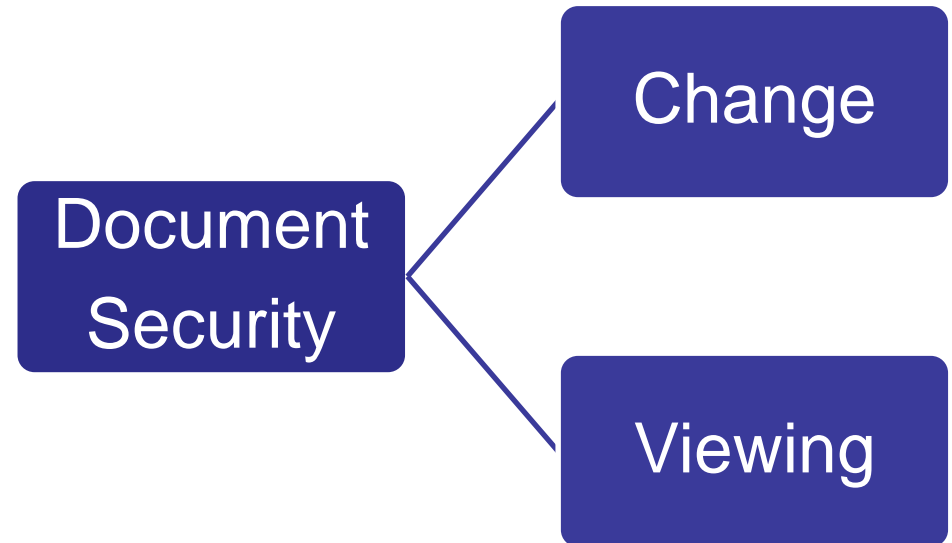
SCHEDULE SECURITY

DOCUMENT SECURITY

Broken out into two types
Change and Viewing

Can be assigned
In three areas

- Document Type
- Note Template
- Ad-hoc per document*



Used for restricting viewing or editing documents to a user or group of users.

* User must have the same code assigned to their classification to assign to a document ad-hoc

Change

Doc Change
(security code)

Apply Doc Change
code to
document

Changes to
Document restricted
to OWNER

All other users prevented
from making changes

Doc Change Shared
(security Code)

Apply Doc Change Shared
code to
document

Assign Doc Change Shared
code to
classification

Assign users
to the
classification

Changes to document
restricted to this group of
users and the owner

CHANGE

Has 2 different Security Codes

- Doc Change
- Doc Change Shared

Doc Change

- Changes can only be made by Owner of the note
- All other users are prevented from making changes

Doc Change Shared

- Changes restricted to group of users assigned the Doc Change Share code and the owner.

These codes DO NOT limit who can VIEW the document.



Viewing

Create UDV
Security Code
User Defined Value

Apply UDV code to a document
Document is HIDDEN in Chart

Assign Break Glass code to
classification/
user

Users with Break Glass
can override and view
documents with UDV
codes but must supply
password and will be
audited

Unless

Assign UDV
code to
classification

Assign users
to the
classification

User can
then view

VIEWING

- Do not come pre-delivered
- Must be manually created in Security Codes
- Must be preceded by UDV
 - (User Defined Values)
- Assign Code to document
- Document is then HIDDEN in the chart
- Code must be assigned to user in order to view.

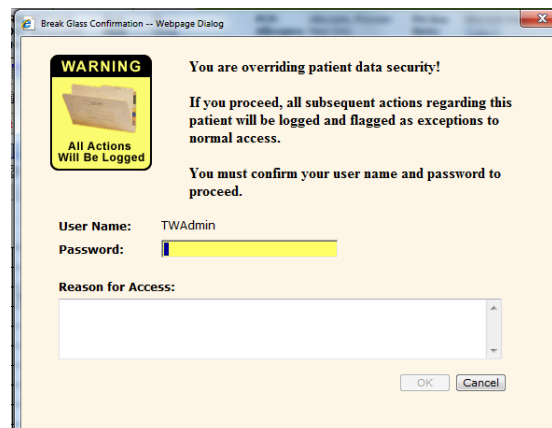
Document Security – Viewing Break Glass

- **If a secured documents exist in a patient's chart:**

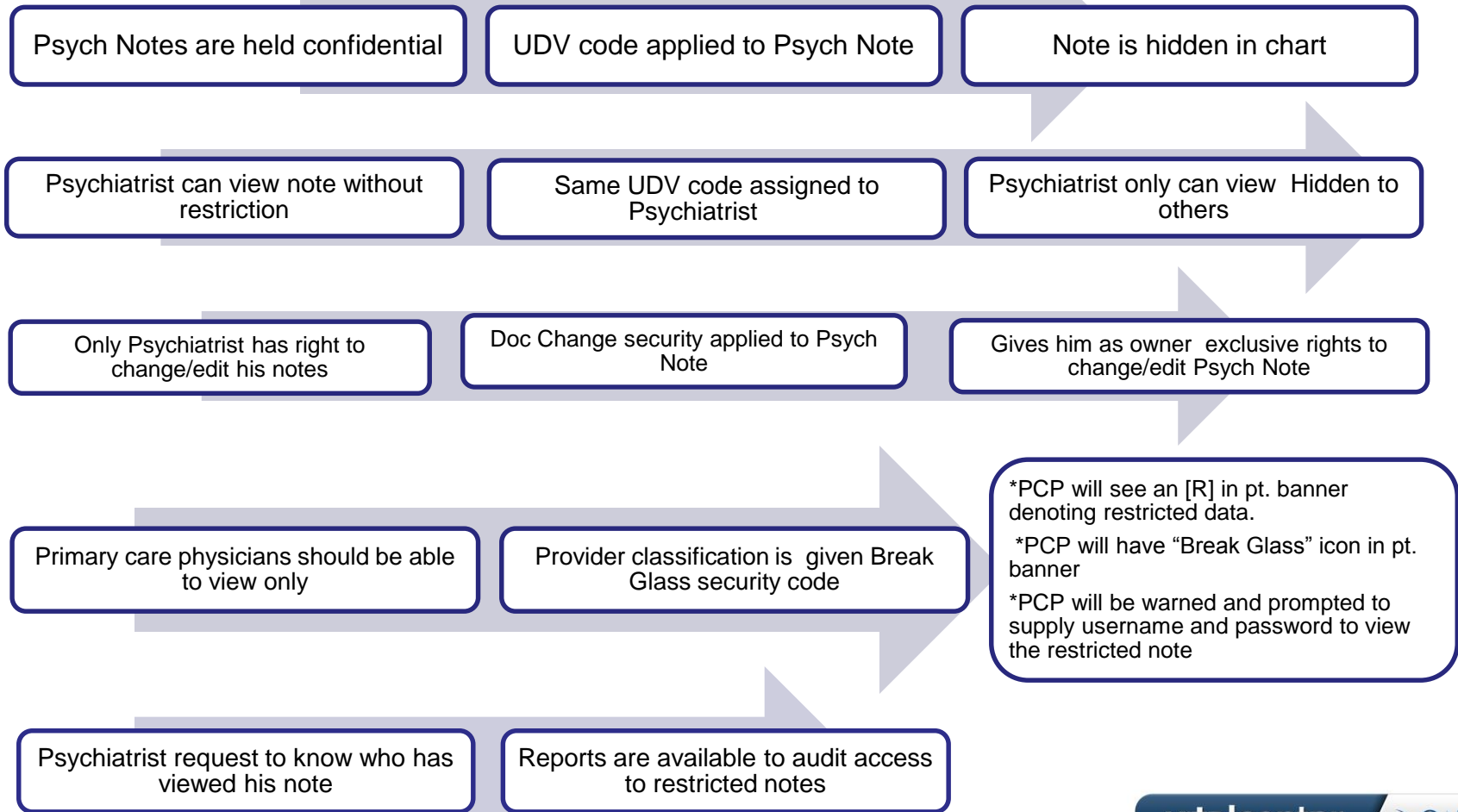
- **Security: Break Glass** icon will present in the patient banner
 - if user has **Break Glass security code**
 - If no restricted documents are present icon will not appear
- **[R]** will precede patient name on the patient banner indicating restricted documents exist in the chart

- **Using Break Glass will force password entry and audit user's actions at the highest level**

- **Note the Patient Banner settings and preferences must be configured to allow the [R] and Break Glass icon to show**



Psychiatric Note Scenario: Org has determined:



DEMO

DOCUMENT SECURITY

DOCUMENT CHANGE SECURITY

DOCUMENT VIEWING SECURITY

Q&A

- **Questions?**
- **Submit further questions to education@galenhealthcare.com**
- **Visit http://wiki.galenhealthcare.com/Security_Gates for a complete listing of delivered security gates and definitions**
- **Presentation slides and complete Q&A will be posted at http://wiki.galenhealthcare.com/Functional_Security**
- **Visit <http://galenhealthcare.com/calendar/> for additional webcast offerings**
 - **Check back in December for a complete listing of webcasts for 2015 to sign up in advance and reserve time on your calendars**