

# Functional Security

Understanding & Applying Security Components

Empowering Extraordinary Patient Care

Your phone has been automatically muted. Please use the Q&A panel to ask questions during the presentation!

The screenshot shows a Cisco WebEx Event Center window titled "Cisco WebEx Event Center - Dry Run - charge". The main content area displays a presentation slide with the following text:

Embrace the new world of healthcare

**PROFESSIONAL Services**

**Project Assessment**  
Galen can leverage its extensive EHR experience to appraise the condition of your EHR rollout. Drawing on its history of leading successful EHR deployments, Galen will identify areas of weakness to mitigate risk and put the project back on track.

- Evaluate Current State
- Review Organizational Goals
- Create Road Map to Success

**Project Management**  
Galen provides project management solutions to help ensure your EHR rollout success. Galen will provide your organization with the experience necessary to identify, reduce and eliminate project risks.

- Implementation Management
- Resource Management
- Project Plan Design and Execution
- Site Preparation

**Implementation Services**  
Galen's keen understanding of EHR functionality and technical infrastructure uniquely positions it to positively impact every aspect of the EHR implementation process.

- Review and Document Current State Workflows
- Evaluate Design Requirements
- Develop Future State Design

**Connecting Community Healthcare**  
Galen understands the challenges that come with extending your EHR to physicians outside of your organization. Whether you're taking advantage of Stark Relaxation or just trying to provide a way for community physicians to get a complete view of their patients, Galen can help you through the process. Together, we can review your unique situation and help structure an EHR that creates a seamless community connection.

The webcast will begin momentarily...

At the bottom of the slide are logos for "vitalcenter" and "GALEN HEALTHCARE SOLUTIONS".

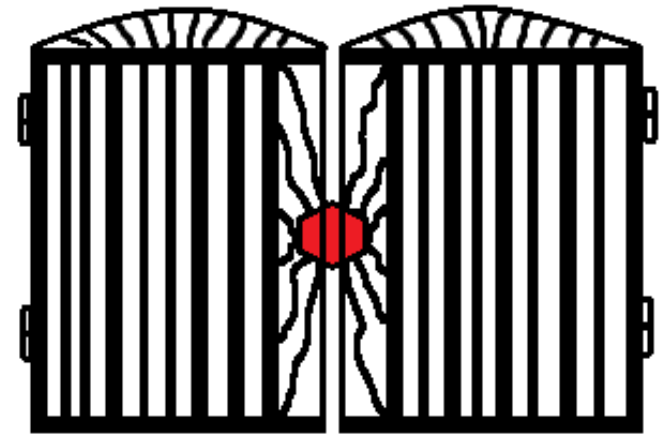
On the right side of the window, there is a "Participants" panel and a "Q&A" panel. The "Q&A" panel is highlighted with a red border and contains a "Collapse the panel" button. Below the Q&A panel, there is a "Mute" button and an "Ask for Mic" button. At the bottom of the Q&A panel, there is a dropdown menu set to "All Panelists" and a "Send" button. A red arrow points from the "Q&A" panel towards the main presentation content.

# Agenda

- **Functional Security Overview**
  - Security Gates
  - Security Codes
  - Security Classifications
- **Document Security Components**
  - Change
  - Viewing
- **Patient Access Security**
  - Patient Security Groups
  - Confidential Patients
  - Schedule Security
- **Demonstration**
- **Q&A**

# Security Gates

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



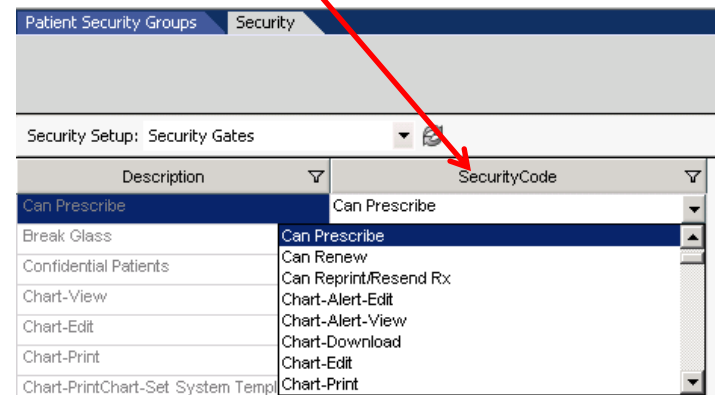
# Security Gates: Continued

The left column displays the pre-defined Security Gates

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

The right column displays the security code associated Security code.

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

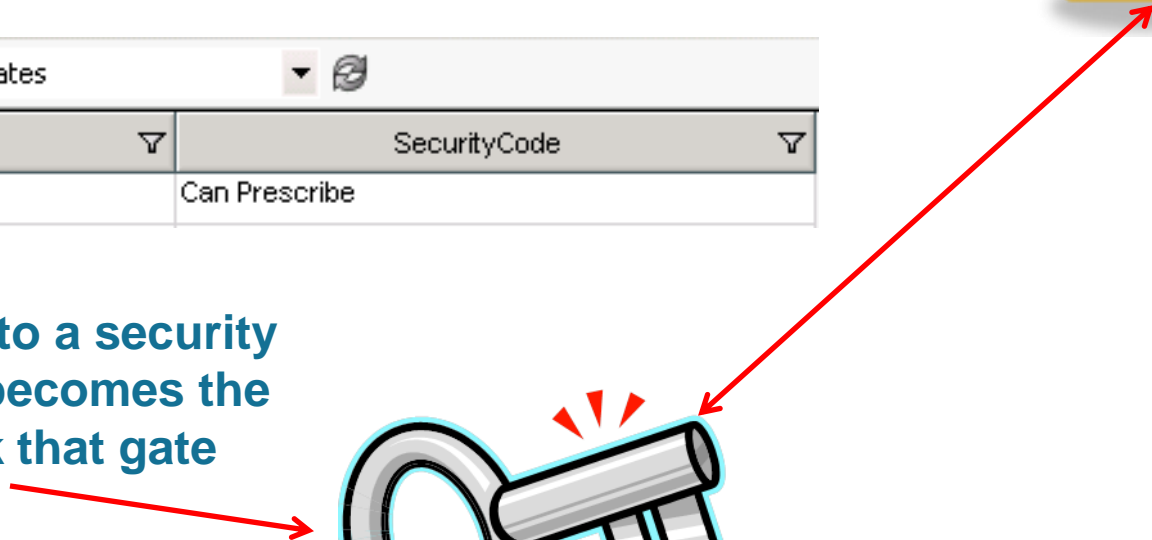
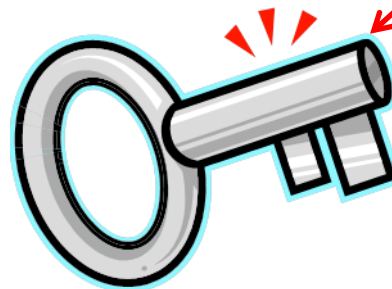


# Security Codes

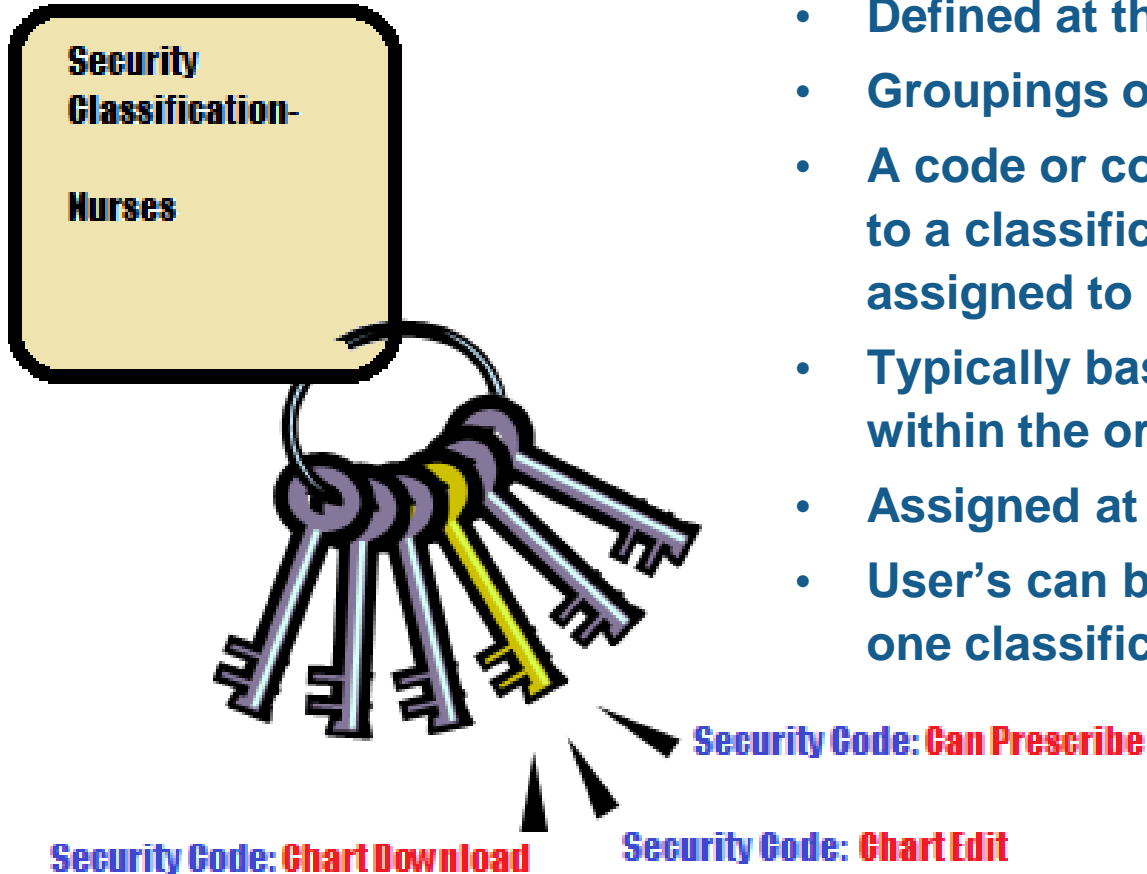
- **Defined at the enterprise level**
- **Most security codes “mirror” the name of the security gate the unlock**

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

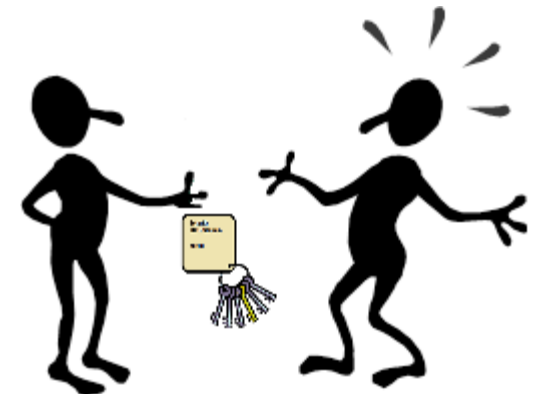
Users Assigned This Classification

- [-] Allscripts New World Health

Assign Users

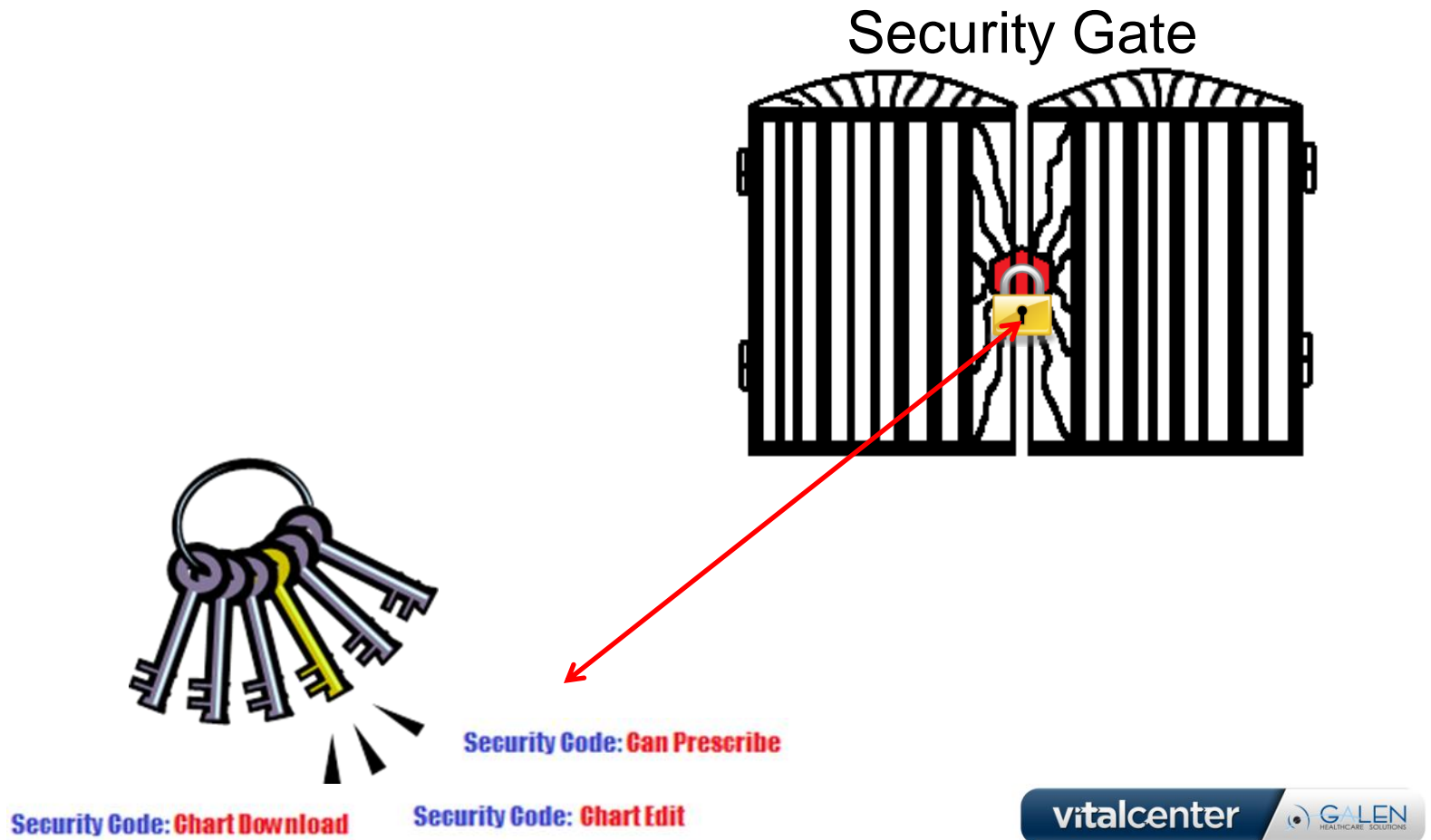
Once the Classification has been created you select the entry and assign the Codes.

Then assign the classification to the users.

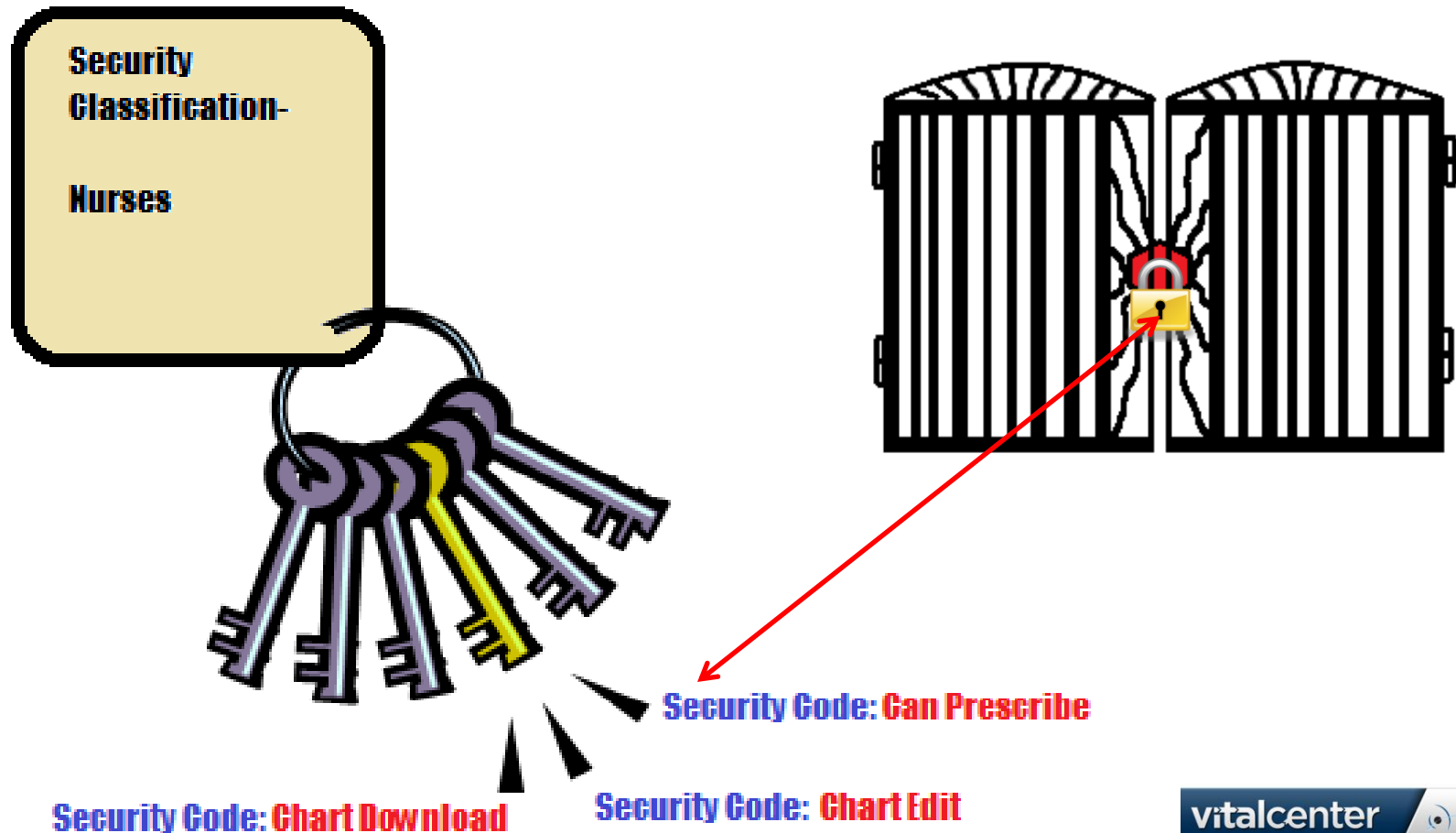




# Security: The Big Picture

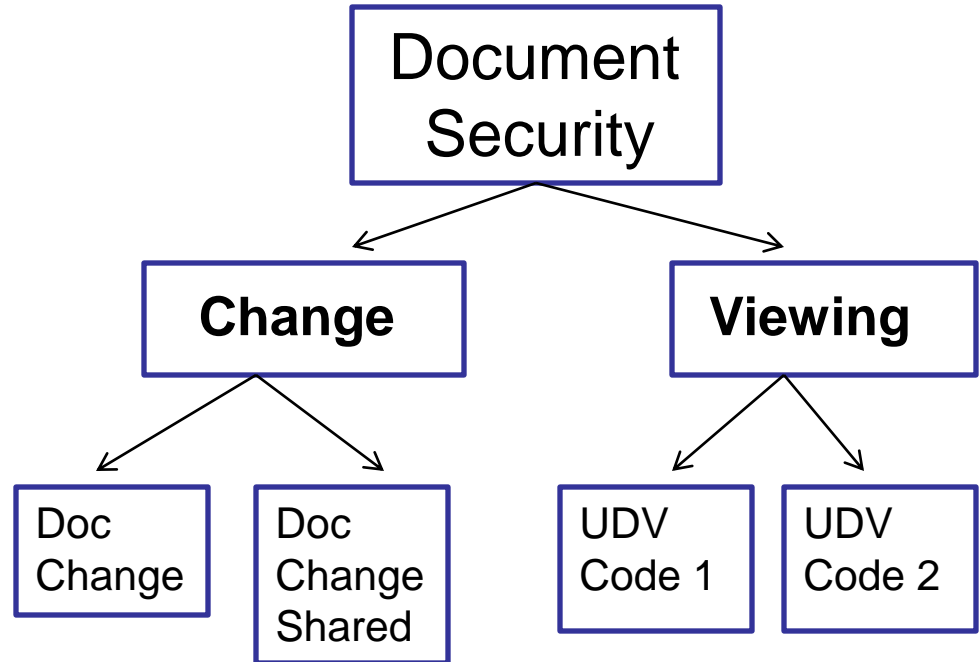


# Security: The Big Picture



# Document Security

- **Broken out into two types: Change and Viewing**
- **Available to assign at three separate levels:**
  - Document Type
  - Note Template
  - Ad-hoc per document\*
- **Useful for locking down viewing or editing of document(s) to a specific group of users**



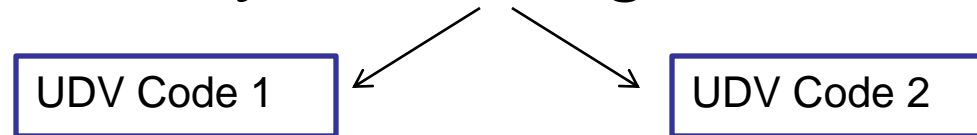
\*User(s) must have the code(s) assigned to their classification to assign

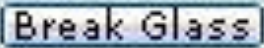
# Document Security - Change

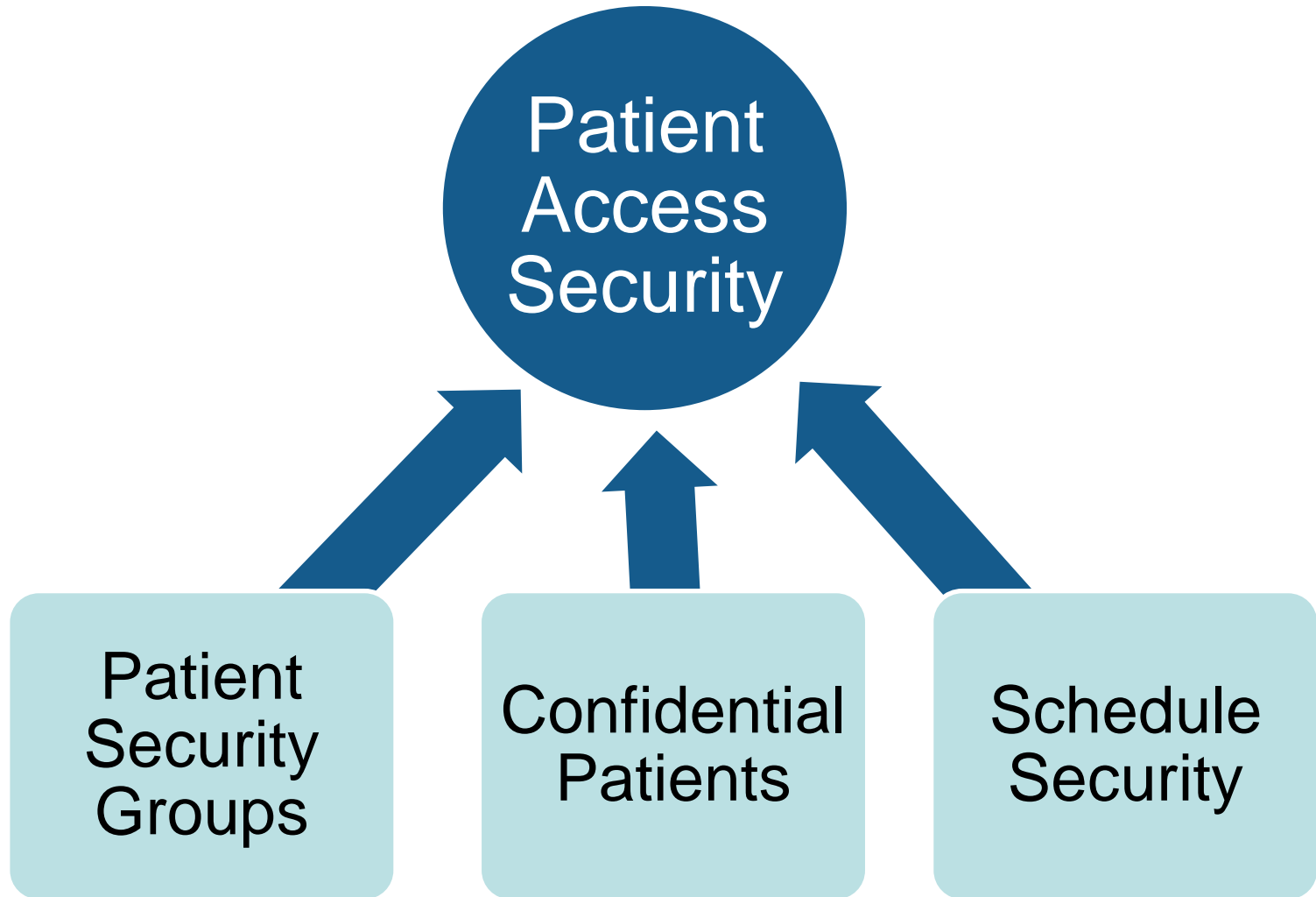


- **Broken out into two types: Doc Change and Doc Change Shared**
- **Doc Change:**
  - Document is visible to any user
  - Changes are restricted to the owner of the note *only*
- **Doc Change Shared:**
  - Document is visible to any user
  - Changes are restricted to a group of users who have this security code

# Document Security - Viewing



- **Do not come pre-delivered; must be manually created (UDV)**
- **Once assigned to a document, it is hidden in the chart *unless*:**
  - User has the same code assigned to their security classification
  - User has the **Break Glass** security code in their classification
- **If secured documents exist in a patient's chart:**
  - **Security:**  icon will present in the patient banner if user has Break Glass security code
  - [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**



# Patient Security Groups

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

# Confidential Patients

- **Patients are flagged in the practice management system**
- **Chart transparency for users with Confidential Patient security code**
- **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
- **Commonly used for VIP patients such as well-known public figures**



# Schedule Security

- **Managed in TWAdmin > TWUser Admin for user/providers**
- **Under Provider Detail I tab:**

<input checked="" type="checkbox"/> Billing Provider	<input checked="" type="checkbox"/> Schedulable
<input checked="" type="checkbox"/> PCP	<input type="checkbox"/> Secure Schedule

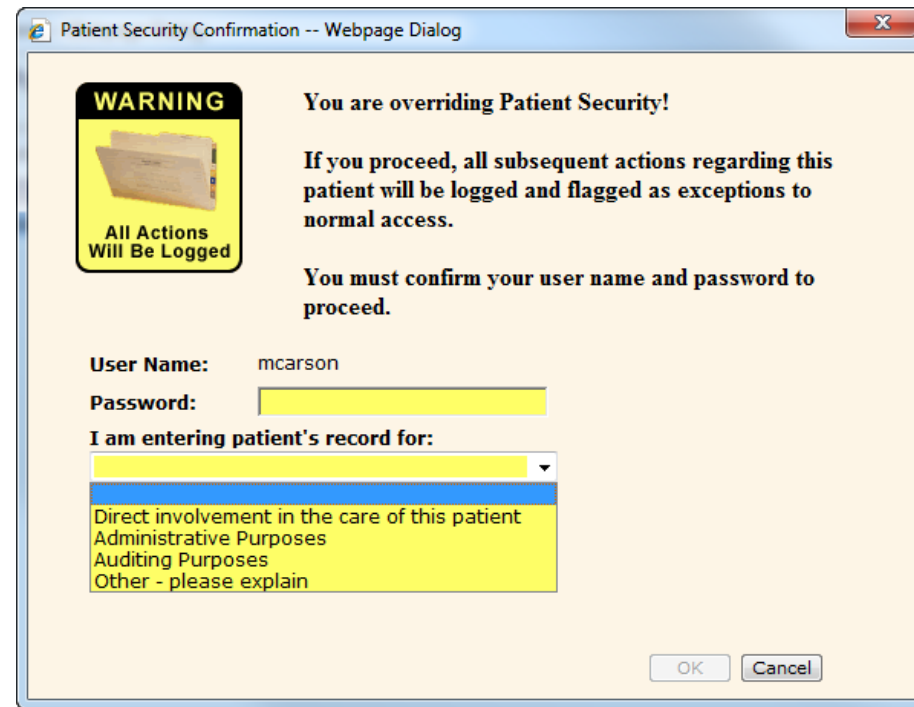


- **Once checked (and saved), the system automatically creates the corresponding security code for the user/provider**
- **Only users with this code will be able to search or view the user/provider's schedule**

# Additional Information

- **Galen Security Customization**
  - Reason for Access is required
  - Provides enhanced audit reporting capabilities based on structured answers

For more information, contact  
[sales@galenhealthcare.com](mailto:sales@galenhealthcare.com)



# Q&A

- **Questions?**
- **Submit further questions to [education@galenhealthcare.com](mailto:education@galenhealthcare.com)**
- **Visit <http://galenhealthcare.com/calendar/> for future webcasts**
- **Visit [http://wiki.galenhealthcare.com/Security Gates](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](http://wiki.galenhealthcare.com/Functional_Security)**