

Assigning Roles in OneHealthPort

This presentation will take you through the easy process of assigning the “QA Manager” Role to a selected Staff member.

It is intended for the OHP Administrator within your organization.

If you are unsure who your OHP Administrator is you can receive assistance by:

- Calling 1-800-973-4797

Getting Started

Not sure whether your organization is already registered?

Do you need help with this process?

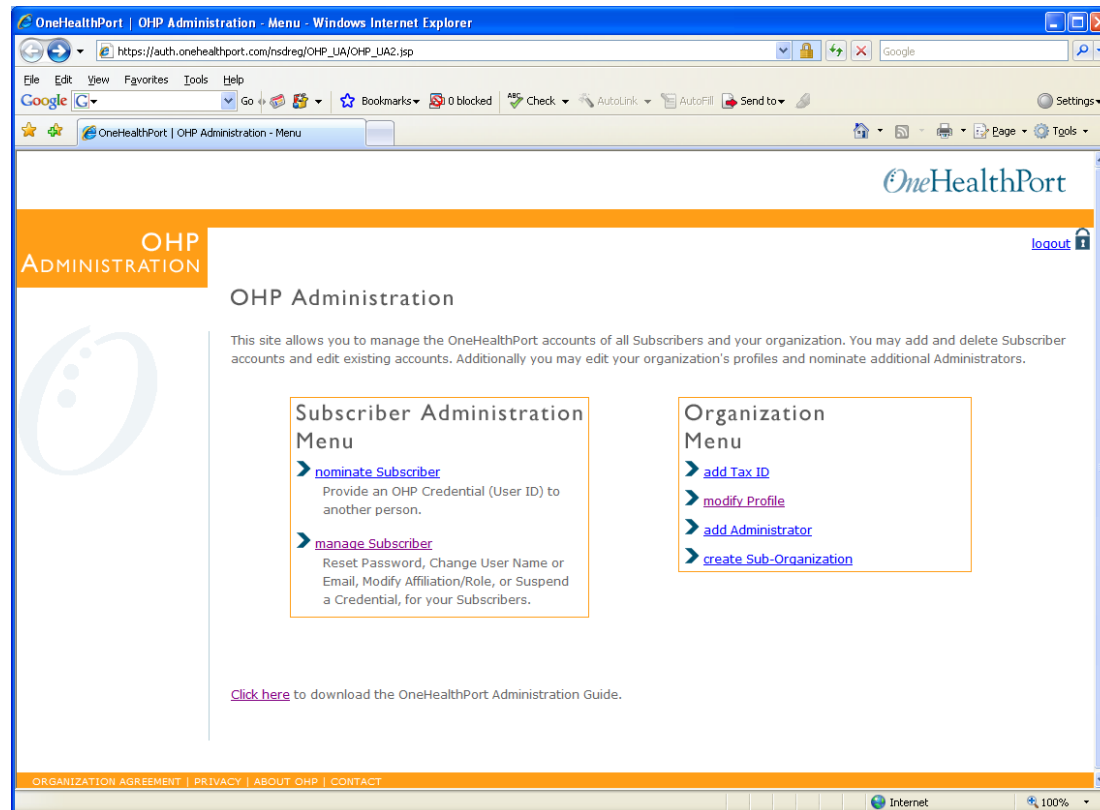
- You can receive assistance from OneHealthPort by:
 - Calling 1-800-973-4797

Need to register with OneHealthPort? [Register](#)

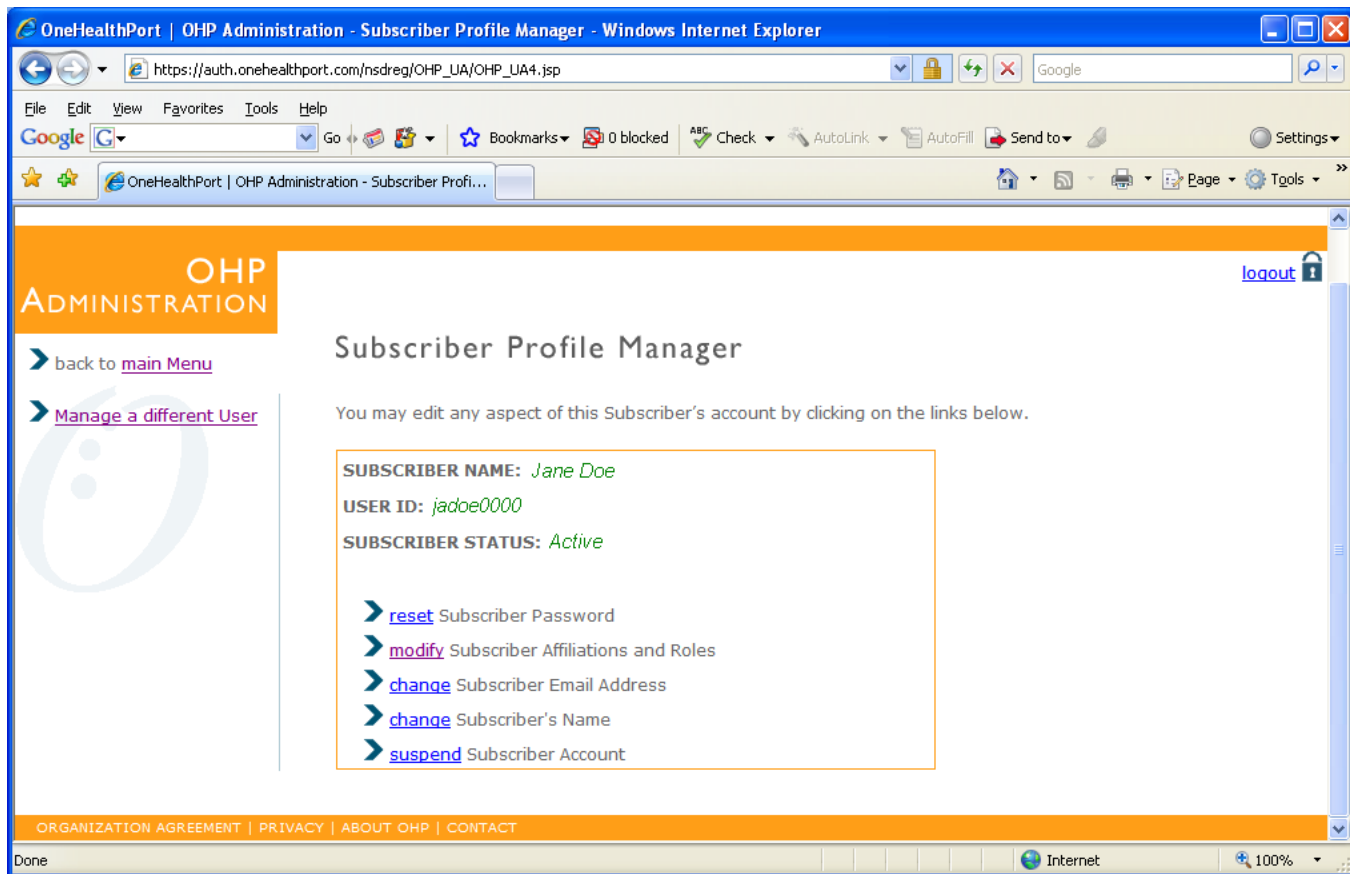
For other questions about OneHealthPort: [OHP FAQ](#)

Upon logging in to the [OHP Administration](#) service, you will see the following menu:

- If you haven't already done so, nominate the Subscriber who will be the QA Manager. OHP will easily guide you through the process.
- Then select manage Subscriber.



Enter the Subscriber's ID when prompted, then select “modify Subscriber Affiliation and Roles” from the following menu.



To assign the QA Manager Role, simply choose the correct affiliation for the Subscriber, then select “QA Manager” from the Role drop-down list.

The screenshot shows the OneHealthPort administration interface. The page title is "Subscriber Profile Manager" and the sub-section is "Modify Subscriber's Affiliations & Roles". The subscriber's name is "Jane Doe" and the user ID is "jadoe0000".

Instructions for deleting an affiliation and/or role are provided:

- TO DELETE AN AFFILIATION AND/OR ROLE**
 - check the 'delete' field
 - click the 'update' button
- TO ADD AN AFFILIATION AND/OR ROLE**
 - choose a new Affiliation
 - choose a new Role
 - click the 'update' button

The current affiliation is "My Organization" and the role is "QA Report Manager". The "delete" checkbox is checked. An "Update" button is visible.

A second form shows the "Add New" process. The "Affiliation" dropdown is set to "-- Add New --". The "Role" dropdown is open, showing a list of roles with "QA Report Manager" selected. An "Update" button is also present.

At the bottom of the page, there are links for "ORGANIZATION AGREEMENT", "PRIVACY", "ABOUT OHP", and "CONTACT".

Congratulations! You are finished!