

# SAMPLE

## OHSN User List Single Healthcare Facility

Healthcare Facility Name	
AHA Number (if known)	
Facility Address	
Primary OHSN Contact Name	
Primary OHSN Contact Title	
Primary OHSN Contact Phone	
Primary OHSN Contact Email	

Identify OHSN Users: Refer to the OHSN User Role Definitions at the end of this document before assigning roles. Fill in the shaded areas below.

Administrators (up to 5):

<u>Name</u>	<u>Title</u>	<u>Email</u>	<u>Phone</u>

Report Users (unlimited):

<u>Name</u>	<u>Title</u>	<u>Email</u>	<u>Phone</u>

*Add rows as needed.*

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## OHSN User Role Definitions

For a Healthcare Facility:

1. Healthcare Facility Administrators

Healthcare Facility Administrators have all access rights to data and user information within their healthcare *facility*. A healthcare facility may or may not belong to a healthcare *system*. Facility Administrators can have access to more than one facility.

Healthcare Facility Administrators can:

- Upload and update facility information (denominators and injury/illness data)
- Add Administrators (up to five) and Report Users (unlimited) for the facility
- Modify roles or delete users within the facility
- Create and view reports for the facility

2. Healthcare Facility Report Users

Healthcare Facility Report Users can:

- Create and view reports for the facility

Healthcare Facility Report Users cannot:

- Upload or edit information about the facility
- Add, modify or delete users