

SAMPLE

**OHSN User List
Healthcare System**

Healthcare System Information

Healthcare System Name	
Primary OHSN Contact Name	
Primary OHSN Contact Title	
Primary OHSN Contact Phone	
Primary OHSN Contact Email	
How are you currently tracking occupational injury events?*	

**for example, Microsoft Excel, Internally-Developed software, Commercial Software (please specify), Hard Copy, Other (please specify)*

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

System Administrators (up to 5):

(These administrators will have Administrative rights for all facilities in the system and for system-aggregate data.)

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

System Report Users (unlimited):

(These Report Users will have report viewing rights for all facilities in the system and for system-aggregate reports.)

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

SAMPLE

Healthcare Facility Information

Please use a separate form for each Healthcare facility in your system that is participating in OHSN.

Healthcare Facility Name	
Facility Address	
AHA Number (if known)	

Facility Administrators for this Facility (up to 5):

(These administrators will have Administrative rights only for this Facility.)

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

Facility Report Users (unlimited):

(These report users will have report viewing rights only for this Facility.)

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

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OHSN User Role Definitions

For a System (A Healthcare System is made up of two or more affiliated facilities):

1. Healthcare System Administrators

Healthcare System Administrators have all access rights to the data and user information within their system.

Healthcare System Administrators can:

- Update information (denominators and injury/illness data) for facilities with the system
- Add Administrators (up to five) and Report Users (unlimited) within the system
- Allow Report Users to see reports for one or more facilities within the system
- Create and view reports for the system

2. Healthcare System Report Users

Healthcare System Report Users can:

- Create and view reports for one or more facilities within the system (based on permissions given by System Administrators)

Healthcare System Report Users cannot:

- Upload or edit information
- Add, modify or delete users

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