



CardiacCare Permission (User/Group) Management

Overview

CardiacCare simplifies user management by integrating with an organization's existing Active Directory structure. This means that CardiacCare will read user groups from an organization and allow permissions to be assigned to those groups. There is no need to create groups specifically for CardiacCare, if users already belong to the needed groups. However, some organizations may choose to create custom groups within their Active Directory for managing/assigning permissions to users of the CardiacCare application, and that is supported as well.

NOTE: It is strongly recommended that permissions be managed at the group level and not the individual user level within CardiacCare.

Permission Management Process

When Cedaron first configures CardiacCare for an organization, Cedaron will ask for the name of the group of those who will be managing user accounts (*User Account Administrators*). Cedaron will assign two permissions to that group, which will then allow users in that group to be able to manage all further permissions within the organization. For details on these two permissions, please see the "User Account Administrators" profile below. Cedaron will also ask for the names of the groups for these roles:

System Administrators

Data Abstractors

Power Abstractors

If this information is available at the time of installation, these group permissions will be setup per the templates described in this document. This is a good starting point and may be sufficient, but members of the *User Account Administrators* group will have the rights required to change these settings as needed for the organization. Therefore, it is recommended that this guide be available to users in that group.

How Permissions Work

In CardiacCare, permissions are "allow permissions". Unlike Windows there is not a way to specify a "deny permission". This was done to simplify the permission process and the way people tend to consider permissions. Therefore, if a permission is granted (checked) to a group that group is allowed to perform that action within the system. To prevent a group from being able to perform an action the permission is simply removed (unchecked).

Each permission within CardiacCare has a help icon next to it, a purple question mark. Clicking the help icon will display a description of what turning on that permission does. Cedaron is happy to work with your organization to answer any additional questions.

Recommended Permission Profiles

Cedaron provides a set of recommended permission profiles for the groups listed above. These permission profiles are designed to allow an organization to simply copy the profiles, by checking the same



boxes as shown in the screen prints in this document to corresponding groups and assign users to those groups as needed for expected business functionality. Assigning the permissions (checking the boxes) is done within the CardiacCare application, assigning users to groups is done by the organization's IT group in Active Directory. It is expected that if these permission profiles are used there will be some users who belong to multiple groups.

These are default permission profile recommendations. It is understood that some organizations will choose to combine some of these groups. However, they have been documented separately for those organizations which desire a greater level of control in separating various roles and permissions.

Each permission profile is described, along with a screenshot. A table summarizing the differences can be seen in the subsequent section.

An organization is not expected to create groups with these exact names. Most organizations will use pre-existing groups which have been named internally according to the organization's internal naming standards. The organization will then apply the listed set of permissions to their existing group. Therefore, the profile names are for reference only.

User Account Administrators

This group represents the individuals who will be granting permissions to other groups. This group is setup by Cedaron when CardiacCare is configured for an organization. After initial configuration, it will be the responsibility of individuals within this group to manage all other user permissions within CardiacCare. The following permissions will be assigned to this group:

- Security Manager
- Edit Facility Association
 - *Note: this permission cannot be assigned out to another group unless the person assigning already belongs to a group which has this permission – i.e. the Security Manger permission alone is not enough to grant out this permission*

System Administrators
Delete

Facilities

Permissions

Application Configuration	Export	Utilities	Other
<input type="checkbox"/> Act as the Interface Engine ? <input type="checkbox"/> Allow machine login ? <input type="checkbox"/> Promote Message ? <input type="checkbox"/> Security Manager ? <input type="checkbox"/> System Configuration ?	<input type="checkbox"/> Data Completeness ? <input type="checkbox"/> Harvest ?	<input checked="" type="checkbox"/> Create and Edit Practitioners and External Facilities ? <hr style="border: 1px solid red;"/> <input type="checkbox"/> Delete Practitioners and external Facilities ? <input type="checkbox"/> Edit Answer Lists ? <input type="checkbox"/> Edit Licensed Facilities ? <input checked="" type="checkbox"/> Edit Facility Association ? <hr style="border: 1px solid red;"/> <input type="checkbox"/> Issue Patients Data Form ? <input checked="" type="checkbox"/> Licensing ? <hr style="border: 1px solid red;"/>	<input type="checkbox"/> Launch Analytics ? <input type="checkbox"/> Create and Edit Data Forms ? <input checked="" type="checkbox"/> Edit Code Values ? <hr style="border: 1px solid red;"/> <input type="checkbox"/> Edit Interface IDs ? <input checked="" type="checkbox"/> View Interface Status ? <hr style="border: 1px solid red;"/>
<p>Patient Related</p> <input type="checkbox"/> Create Patient ? <input type="checkbox"/> Delete Patient ? <input type="checkbox"/> Edit Patient Data ? <input type="checkbox"/> Edit Patient Data All Facilities ? <input type="checkbox"/> Edit Patient IDs ? <input type="checkbox"/> Lock ? <input type="checkbox"/> Unlock ? <input checked="" type="checkbox"/> Purge Patient Object ? <hr style="border: 1px solid red;"/> <input type="checkbox"/> View Patient Data ? <input type="checkbox"/> View Patient Data All Facilities ?	<p>Patient Tree</p> <input type="checkbox"/> Create Hospitalization ? <input type="checkbox"/> Create Procedure ? <input type="checkbox"/> Create Visit ? <input type="checkbox"/> Delete Hospitalization ? <input type="checkbox"/> Delete Procedure ? <input type="checkbox"/> Delete Visit ? <input type="checkbox"/> Move Interaction ?		

Data Abstractors

This group represents those who are basic data abstractors. These permissions allow the users to create and enter patient data. Beyond permissions, the group will need to be assigned a list of facilities the group has access to. Some organizations may choose to create a group per facility such as “Hearthhealth Data Abstractors” and “Westland Data Abstractors”, while other organizations may choose to have a single group which represents more than one facility. Each of these options are supported. The facilities which each group has permission to are defined at the top of the permission screen. Then, the following permissions will be assigned to the group:

- Promote Message
- Create Patient
- Edit Patient Data
- Lock
- View Patient Data
- Data Completeness
- Harvest
- Create Hospitalization
- Create Procedure
- Create Visit
- Create and Edit Practitioners and External Facilities

Data Abstractors
Delete

Facilities

Permissions

<p>Application Configuration</p> <p><input type="checkbox"/> Act as the Interface Engine ?</p> <p><input type="checkbox"/> Allow machine login ?</p> <p><input checked="" type="checkbox"/> Promote Message ?</p> <p><input type="checkbox"/> Security Manager ?</p> <p><input type="checkbox"/> System Configuration ?</p>	<p>Export</p> <p><input checked="" type="checkbox"/> Data Completeness ?</p> <p><input checked="" type="checkbox"/> Harvest ?</p>	<p>Utilities</p> <p><input checked="" type="checkbox"/> Create and Edit Practitioners and External Facilities ?</p> <p><input type="checkbox"/> Delete Practitioners and external Facilities ?</p> <p><input type="checkbox"/> Edit Answer Lists ?</p> <p><input type="checkbox"/> Edit Licensed Facilities ?</p> <p><input type="checkbox"/> Edit Facility Association ?</p> <p><input type="checkbox"/> Issue Patients Data Form ?</p> <p><input type="checkbox"/> Licensing ?</p>	<p>Other</p> <p><input type="checkbox"/> Launch Analytics ?</p> <p><input type="checkbox"/> Create and Edit Data Forms ?</p> <p><input type="checkbox"/> Edit Code Values ?</p> <p><input type="checkbox"/> Edit Interface IDs ?</p> <p><input type="checkbox"/> View Interface Status ?</p>
<p>Patient Related</p> <p><input checked="" type="checkbox"/> Create Patient ?</p> <p><input type="checkbox"/> Delete Patient ?</p> <p><input checked="" type="checkbox"/> Edit Patient Data ?</p> <p><input type="checkbox"/> Edit Patient Data All Facilities ?</p> <p><input type="checkbox"/> Edit Patient IDs ?</p> <p><input checked="" type="checkbox"/> Lock ?</p> <p><input type="checkbox"/> Unlock ?</p> <p><input type="checkbox"/> Purge Patient Object ?</p> <p><input checked="" type="checkbox"/> View Patient Data ?</p> <p><input type="checkbox"/> View Patient Data All Facilities ?</p>	<p>Patient Tree</p> <p><input checked="" type="checkbox"/> Create Hospitalization ?</p> <p><input checked="" type="checkbox"/> Create Procedure ?</p> <p><input checked="" type="checkbox"/> Create Visit ?</p> <p><input type="checkbox"/> Delete Hospitalization ?</p> <p><input type="checkbox"/> Delete Procedure ?</p> <p><input type="checkbox"/> Delete Visit ?</p> <p><input type="checkbox"/> Move Interaction ?</p>		

Power Abstractors

This group represents advanced data abstractors, often those who are more trusted and have been granted the ability to oversee other abstractors. Most organizations should have users in this group also assigned to the Data Abstractors group as they would normally perform the basic abstraction functions as well. Many organizations will put all data abstractors in both groups, or if there is just one AD group, the permissions from both abstractor templates should be assigned to that group. The following additional permissions will be assigned to this group:

- Delete Patient
- Edit Patient IDs
- Unlock
- Delete Hospitalization
- Delete Procedure
- Delete Visit
- Move Interaction
- Launch Analytics
- Create and Edit Data Forms
- View Interface Status

Power Abstractors
Delete

Facilities

Permissions

Application Configuration	Export	Utilities	Other
<input type="checkbox"/> Act as the Interface Engine ?	<input type="checkbox"/> Data Completeness ?	<input type="checkbox"/> Create and Edit Practitioners and External Facilities ?	<input checked="" type="checkbox"/> Launch Analytics ?
<input type="checkbox"/> Allow machine login ?	<input type="checkbox"/> Harvest ?	<input type="checkbox"/> Delete Practitioners and external Facilities ?	<input checked="" type="checkbox"/> Create and Edit Data Forms ?
<input type="checkbox"/> Promote Message ?		<input type="checkbox"/> Edit Answer Lists ?	<input type="checkbox"/> Edit Code Values ?
<input type="checkbox"/> Security Manager ?		<input type="checkbox"/> Edit Licensed Facilities ?	<input type="checkbox"/> Edit Interface IDs ?
<input type="checkbox"/> System Configuration ?		<input type="checkbox"/> Edit Facility Association ?	<input checked="" type="checkbox"/> View Interface Status ?
		<input type="checkbox"/> Issue Patients Data Form ?	
		<input type="checkbox"/> Licensing ?	

Patient Related	Patient Tree
<input type="checkbox"/> Create Patient ?	<input type="checkbox"/> Create Hospitalization ?
<input checked="" type="checkbox"/> Delete Patient ?	<input type="checkbox"/> Create Procedure ?
<input type="checkbox"/> Edit Patient Data ?	<input type="checkbox"/> Create Visit ?
<input type="checkbox"/> Edit Patient Data All Facilities ?	<input checked="" type="checkbox"/> Delete Hospitalization ?
<input checked="" type="checkbox"/> Edit Patient IDs ?	<input checked="" type="checkbox"/> Delete Procedure ?
<input type="checkbox"/> Lock ?	<input checked="" type="checkbox"/> Delete Visit ?
<input checked="" type="checkbox"/> Unlock ?	<input checked="" type="checkbox"/> Move Interaction ?
<input type="checkbox"/> Purge Patient Object ?	
<input type="checkbox"/> View Patient Data ?	
<input type="checkbox"/> View Patient Data All Facilities ?	

Note: Some organizations may choose to grant the Power Abstractors group the permissions listed in the Data Abstractors group as well, if the organization does not want to, or cannot, add the users to two groups in Active Directory.

Restricted Permissions

There are some permissions which are intended to be restricted – and initially will only be granted to Cedaron Support. One such permission is “Delete Practitioner”. While an organization does have the ability to grant and use this permission, it is highly discouraged unless the organization has first consulted with Cedaron as to the consequences of performing that action.



Future Permissions

There are some permissions in screenshots and the system which are placeholders for future functionality, so may not be assigned to any profile at this time. At this time those permissions include:

- *Move Interaction* – this permission will eventually allow a visit or procedure to be moved between hospitalizations. It is expected that this permission will be added to the “Power Abstractors” permission profile.
- *Purge Patient Object* – this permission will eventually allow complete removal of an entire patient object and all associated items. In general Patient Delete will be the preferred mechanism. The purge option is permanent and not recoverable. It is recommended that organizations contact Cedaron before using this option. This permission, when created, will be added to the System Administrators profile.

Table of Permission Profiles

	User Account Administrators	System Administrators	Data Abstractors	Power Abstractors
Application Configuration				
Promote Message			X	
Security Manager	X			
System Configuration				
Export				
Data Completeness			X	
Harvest			X	
Utilities				
Create and Edit Practitioners and External Facilities		X	X	
Edit Facility Association	X	X		
Licensing		X		
Patient Related				
Create Patient			X	
Delete Patient				X
Edit Patient Data			X	
Edit Patient Data All Facilities				
Edit Patient IDs				X
Lock			X	
Unlock				X
Purge Patient Object		X		
View Patient Data			X	
View Patient Data All Facilities				
Patient Tree				
Create Hospitalization			X	
Create Procedure			X	
Create Visit			X	
Delete Hospitalization				X
Delete Procedure				X
Delete Visit				X
Move Interaction				X
Other				
Launch Analytics				X
Create and Edit Data Forms				X
Edit Code Values		X		
Edit Interface IDs				
View Interface Status		X		X