



To: All WRS Users
From: WRS Implementation Team
Date: 10/19/2021
Re: Process Change for Adding of All User Types

This notice is to inform you of a change that will be made to the User Creation and Management Policy by WRS Health Administration.

ITEMS IN THIS RELEASE



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Previously, all users had to be created by WRS Health staff. To increase efficiency and make the process easier for our users, we have adjusted the workflow.

Practices now have the ability to create **PENDING** user accounts for **all user types** under Administration>Human Resource Management>Add New Resource.

To create user profile, you will need to complete the following fields:

- Full name
- Title
- Work email
- Cell phone number (for 2FA purposes)

The screenshot shows a web form for creating a user profile. At the top left, there are radio buttons for 'RESOURCE TYPE': 'Healthcare Provider – Billing', 'Healthcare Provider – Non Billing', and 'Non-Healthcare Provider' (which is selected). A 'HELP' link is at the top right. The form fields are arranged in a grid: 'FIRST NAME*' (text input with 'watch'), 'MIDDLE NAME' (text input), 'LAST NAME*' (text input with 'test'), 'PREFIX' (dropdown menu), 'DEGREE/SUFFIX (E.G., PH.D., PA, MD, ETC.)' (text input), 'TITLE (E.G., NURSE, ETC.)' (text input), 'DOB' (text input with a calendar icon), 'SEX' (radio buttons for 'Female' and 'Male'), 'SSN' (text input), 'EMAIL' (text input), 'LOGIN USERNAME' (text input with 'wtest0136'), 'PASSWORD*' (text input with masked characters), and 'CONFIRM PASSWORD*' (text input with masked characters). A note below the password fields states: 'Password case sensitive, 8 characters or longer, alphabetic numeric characters, the default password is ChangeMe123'. At the bottom, there are three buttons: 'Reset', 'Submit Request', and 'Cancel'.

After the profile is complete, click 'SUBMIT REQUEST'. The user's status will default to 'Pending' and a request for activation will be sent to WRS Health. Your request will be processed within 24-48 hours.

If you have any questions regarding this change, please contact your Account Manager. If you do not know who your account manager is, please email accountmanagement@wrshealth.com