

This tipsheet will guide health care professionals who have been designated as their organization's LaPOST Registry Administrator through the processes of adding new users to the registry and managing current users.

Steps to Follow

- 1 To access the registry, open your preferred browser and navigate to lapost.vyncahealth.com.
Your organization's Registry Administrator account and login credentials will be created and communicated to you by the Louisiana Health Care Quality Forum.

- 2 Once you sign in, you will be presented with a list of current users for your organization.
Click **"Add New User"**.

Below are the user accounts configured for your organization.

NAME	USERNAME	PHONE	ROLES
Kayla [Avatar]	kayla	(504) 384-1000	Admin, Signer, Preparer, Uploader, Viewer
Jody [Avatar]	jmarsh	(504) 384-1000	Admin, Signer, Preparer, Uploader, Viewer
Susan [Avatar]	snelson	(504) 384-1000	Admin, Signer, Preparer, Uploader, Viewer
Jody [Avatar]	jmarsh1	(504) 384-1000	Admin, Signer, Preparer, Uploader, Viewer
Cindy [Avatar]	cmunn	(504) 384-1000	Admin, Signer, Preparer, Uploader, Viewer
Cindy [Avatar]	cindym	(504) 384-1000	Admin, Signer, Preparer, Uploader, Viewer

- 3 The “Add User” screen appears with required fields indicated by an asterisk (*). It includes fields you would normally see on a user screen along with the ability to assign a “System Role” to the user.

ADD USER

Profile

Full Name *
First Name Middle Name Last Name

Username *
Username

Email *
Email

Phone Number *
(xxx) xxx-xxxx

Address
Street Address
Apt / Suite
City
State Zipcode

Organization *
Organization

System role *

- ☐ Signer
- ☐ Preparer
- ☐ Uploader
- ☐ Viewer

NPI Number
NPI Number

Job Title
Job Title

Activation Method *

☐ Email ☐ Paper ☐ Setup later

Please Choose a method to help users activate their account and reset password before their first time login.

GO BACK CREATE

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- 4 The LaPOST Registry utilizes role-based security measures that assign different privileges based on the appointed role. The participating organization's **LaPOST Registry Administrator** is responsible for assigning workforce members to appropriate roles as well as providing them with their login credentials.

There are four **LaPOST Registry User Roles**:



Preparer



Signer



Uploader



Viewer

- The **Preparer** role can be assigned to physicians as well as advanced practice professionals, social workers and nurses. Preparers assist the patient or their personal health care representative in completing a LaPOST document as they communicate their decisions.
 - **Physicians** can prepare, sign and submit the LaPOST document to the LaPOST Registry. Physicians are also the only users allowed to void a LaPOST document.
 - **Non-physicians**, however, can prepare the LaPOST document, but cannot sign and submit the LaPOST document to the registry. The registry saves the LaPOST document prepared by non-physicians in "INCOMPLETE STATUS" until it is signed and submitted to the registry by the patient's physician.
- The **Signer** role is assigned to physicians, since physicians are the only providers allowed to sign LaPOST documents.
- The **Uploader** role is intended for clerical, administrative and clinical staff who handle and maintain patient medical records. For example, the uploader role may be appropriate for HIM and Medical record staff, nurses and potentially others depending on their role and job requirements in their organization.
- The **Viewer** role is appropriate for clerical staff and clinical providers who do not have the credentials to prepare or sign LaPOST documents, but otherwise have a job requirement to view patients' records. For example, the viewer role may be appropriate for EMS, nurses and potentially others depending on their role and job requirements in their organization.

- 5 Complete the form with as much information as is available to you.

Once you have entered the user's personal information, assign the appropriate **"System Role"** to the user according to his/her credentials and job requirements.

Click the radio button next to **"Activation Method"** so that the user will receive instructions on how to activate their account.

Click **"Create"** once all information has been entered.

ADD USER

Profile

Full Name *
John Middle Name Jones

Username *
DR-John-Johns

Email *
aabshire@lhccf.org

Phone Number *
(225) 123-4567

Address
8550 United Plaza Blvd
Suite 500
Baton Rouge
LA 70809

Organization *
LHCQF User Acceptance Testing

System role *
☒ Signer
☐ Preparer
☐ Uploader
☐ Viewer

NPI Number
NPI Number

Job Title
Job Title

Activation Method *
☒ Email ☐ Paper ☐ Setup later

We will send the reset password instruction to the Email box to help users activate their account and reset password before their first time login.

GO BACK CREATE

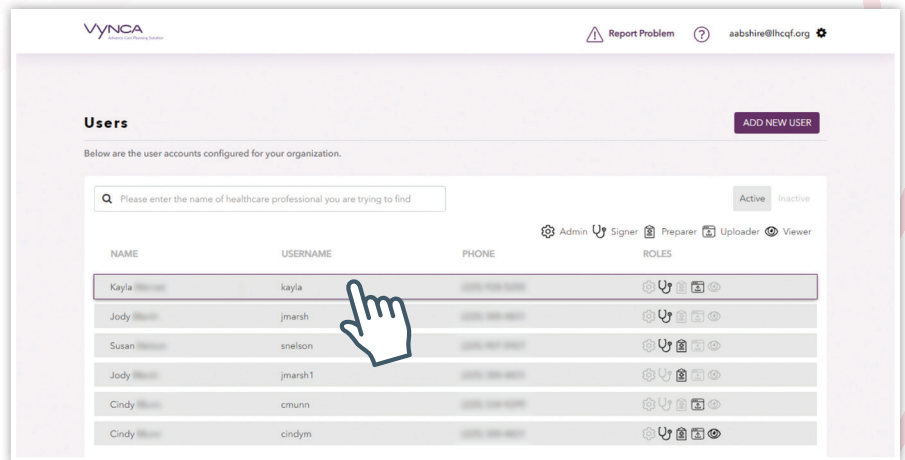
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- 6 The new user will automatically receive an email with a link and instructions on how to activate their account.

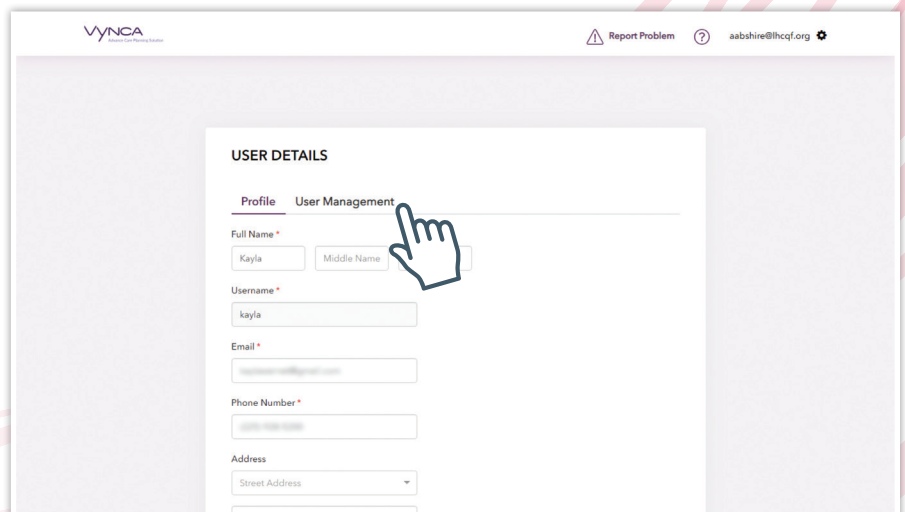
Create account instructions have been sent

The user will receive an email with instructions on how to create their password.

- 7 To modify a user or reset a password, click on the username or the **“Gear”** icon for that user.



- 8 The **“User Details”** screen will then display. You can now update any information on this screen. In order to reset the user’s password, click the **“User Management”** tab.

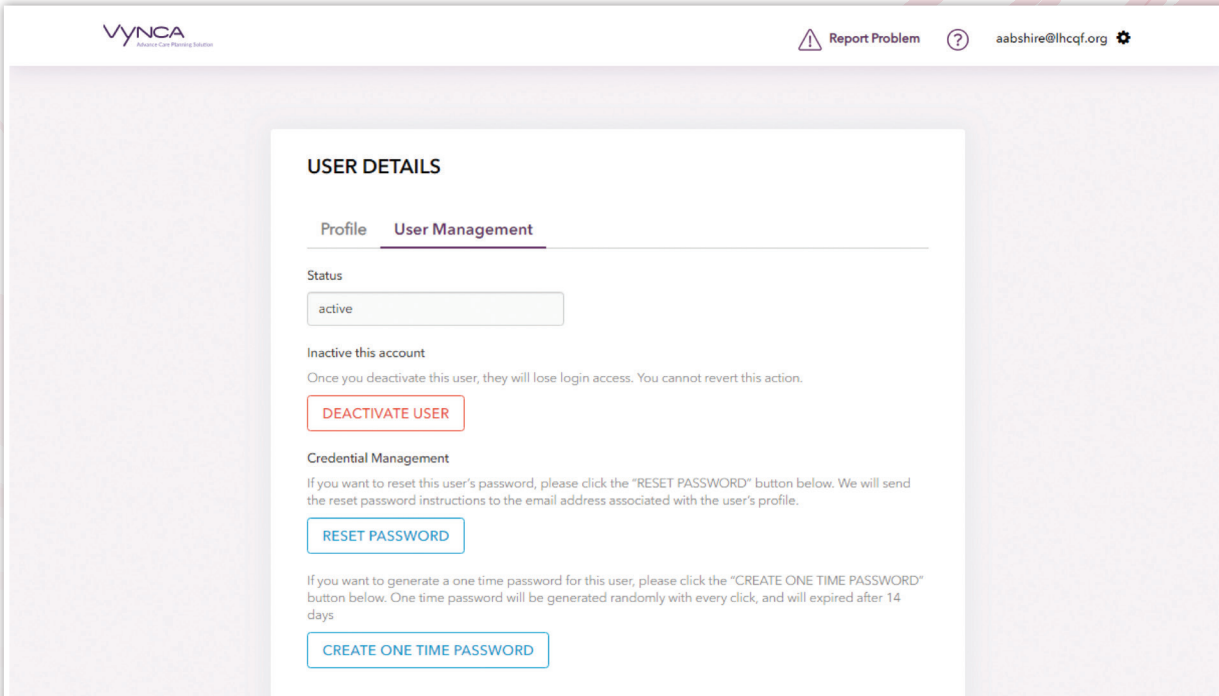


9 The “**User Details**” screen displays the current status of the user account as well as the opportunity for credentials management.

The “**Status**” field will signify whether a user has a designation of “**Active**” or “**Inactive**”. A user will be deemed “**Active**” when an account is created and setup. A user will be deemed “**Inactive**” once the account is deactivated. It is important to note that once you deactivate a user, they will lose login access. You cannot revert this action.

There are three buttons available to manage user status:

- **Deactivate User Button:** Removes a user from the system. Remember, deactivation of a user CANNOT BE UNDONE!
- **Reset Password Button:** Sends the user an email with instructions on how to reset their password to the email account associated with this user.
- **Create One Time Password Button:** Generates a one-time use password that you can provide the user via email, over the phone or in person. This password can only be used once and will expire after 14 days. ALWAYS ENSURE THAT YOU KNOW YOU ARE SPEAKING WITH THE ACTUAL USER BEFORE PROVIDING A NEW PASSWORD!



The screenshot shows the VYNCA User Details interface. At the top, there's a header with the VYNCA logo and navigation links like 'Report Problem', 'aabshire@lhcf.org', and a settings icon. The main content area is titled 'USER DETAILS' and has two tabs: 'Profile' and 'User Management'. The 'User Management' tab is active. Under this tab, there's a 'Status' section with a dropdown menu currently set to 'active'. Below that, there's a section titled 'Inactive this account' with a warning message: 'Once you deactivate this user, they will lose login access. You cannot revert this action.' and a red 'DEACTIVATE USER' button. Further down, there's a 'Credential Management' section with instructions on how to reset a password or create a one-time password, accompanied by 'RESET PASSWORD' and 'CREATE ONE TIME PASSWORD' buttons.