LaPOST

Louisiana Physician Orders for Scope of Treatment

REGISTRY

LaPOST Registry Administrator

A LOUISIANA HEALTH CARE QUALITY FORUM INITIATIVE

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"**.

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.

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.

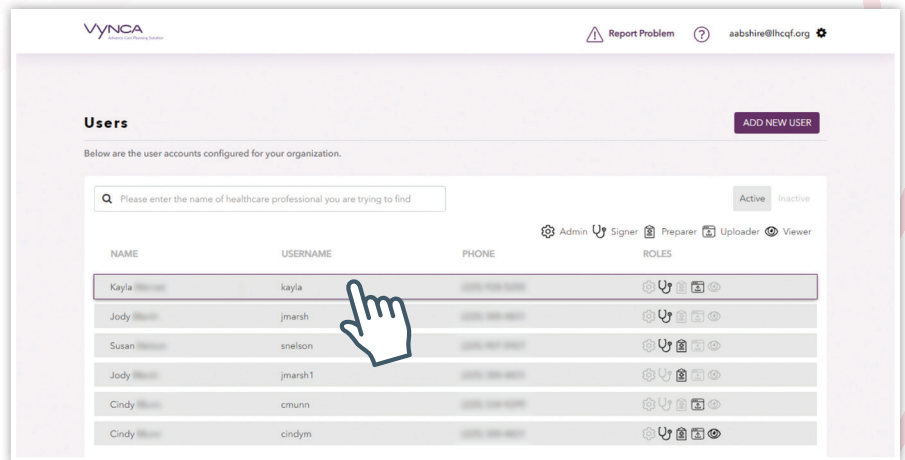Click **"Create"** once all information has been entered.

System Roles

Activation Methods

6 The new user will automatically receive an email with a link and instructions on how to activate their account.
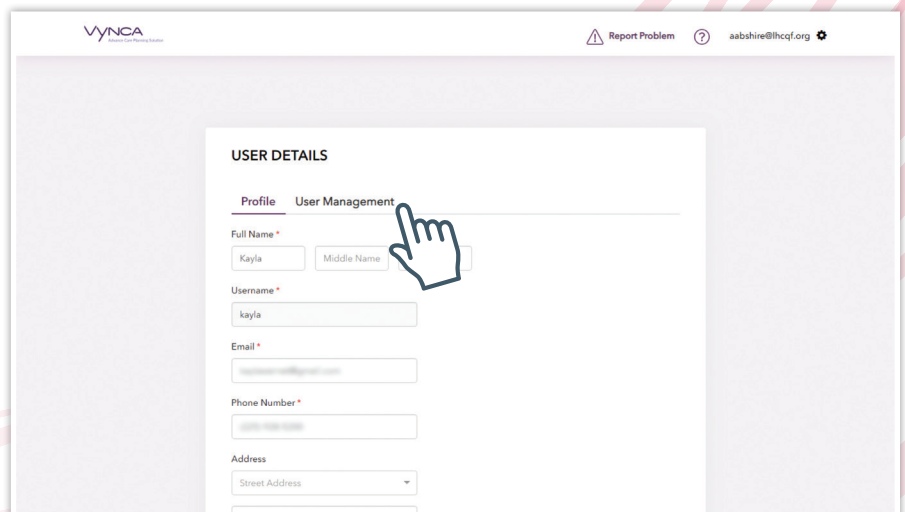
7   To modify a user or reset a password, click on the username or the **"Gear"** icon for that user.

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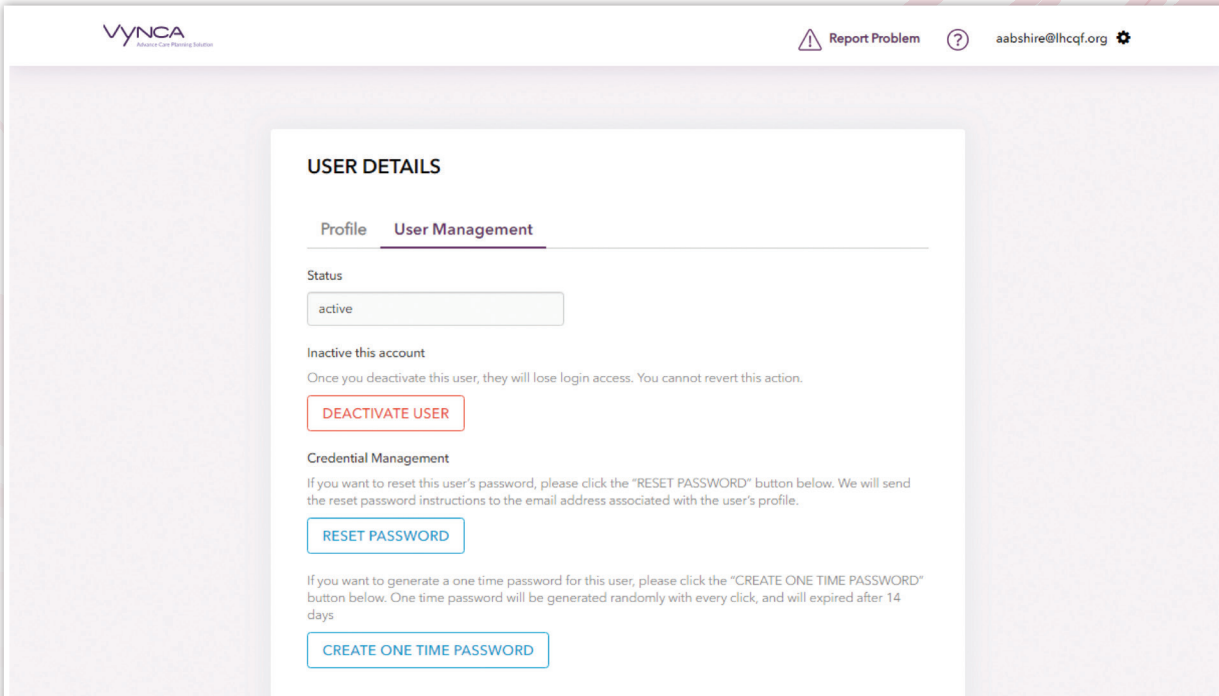
9 The **"User Details"** screen displays the current status of the user account as well as the opportunity for credentials management.

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!