

## NORTHCARE NETWORK

<b>POLICY TITLE:</b> Provider Registration and Permissions - Elmer	<b>CATEGORY:</b> Provider Network Management	
<b>EFFECTIVE DATE:</b> 10/12/16	<b>BOARD APPROVAL DATE:</b> 10/12/16	
<b>REVIEW DATE:</b> 12/4/24	<b>REVISION(S) TO POLICY STATEMENT:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>OTHER REVISION(S):</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>RESPONSIBLE PARTY:</b> Network Management	<b>CEO APPROVAL DATE:</b> 12/10/24 Megan Rooney, CEO	

### **APPLIES TO**

NorthCare Network Personnel  
Network Providers

### **POLICY**

NorthCare Network requires appropriate approval and training (Elmer and security) prior to registration and assignment of Login ID and temporary password for access to the Elmer (Electronic Health and Billing Record) system and ancillary modules.

### **PURPOSE**

To ensure providers and provider staff are adequately trained and understand privacy and security requirements when accessing NorthCare electronic health, billing and ancillary modules. And to ensure only appropriate staff are granted access.

### **DEFINITIONS**

1. Elmer – NorthCare Network’s clinical practice management system name; acronym derived from “ElectronicMedicalRecord”.

### **REFERENCES**

- NorthCare Network Confidentiality and Use Agreement
- NorthCare Network Request for Elmer Registration and Access Form

### **HISTORY**

NEW POLICY 10/12/16

REVISION DATE: 5/24/18, 3/18/19

REVIEW DATE: 8/11/17, 5/24/18, 3/18/19, 1/8/20, 11/30/20, 9/22/21, 7/6/22, 5/8/23, 2/16/24, 12/4/24

CEO APPROVAL DATE: 9/12/17, 7/3/18, 4/1/19, 2/4/20, 12/1/20, 10/5/21, 7/12/22, 6/5/23, 3/5/24, 12/10/24

BOARD APPROVAL DATE: 10/12/16

### **PROCEDURES**

Procedures are outlined on the *Request for Elmer Registration and Access Form*.