



STAFF ACCESS

Please print clearly – fax to 855-QMedET1 (763-3381)

List all staff members who will have access to the Emdat InQuiry system for viewing and printing transcriptions.

Staff Name: | _____ | _____ | _____
First Middle Last

Staff Username: | | | | | | | | | _____ **Staff Password:** | | | | | | | | | _____
(8-character limit)

Primary Responsibility of Staff Person (Nurse, Medical Records, etc): _____

Location: _____

If the staff person will be modifying transcriptions for specific Clinicians, please list those Clinicians under "Proxy Clinicians".

Proxy Clinicians:

Note: Proxy Clinicians are those clinicians whom your staff will be given the ability to view, edit, and complete clinician's transcriptions based on your selections for the Staff Proxy Role below:

Staff Proxy Role

Select the type of Proxy access your staff person will be given. You can select multiple check boxes.

Staffs' Proxy Role
Staff person can edit both the header and body of the listed clinician(s) transcription(s)
Staff person can ONLY edit the header of the listed clinician(s) transcription(s) (demographics only)
Staff person can complete the listed clinician(s) transcription(s) (complete=move forward in workflow)