Quick Reference Guide

Construction Dignity Health

Version 4.3.2

Getting Started

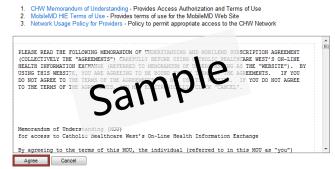
Initial Login and Password Reset

- 1. Go To: <u>https://hie.dignityhealthmember.org</u>
- 2. Select the **region website link**.
- 3. Enter your username and temporary password.
- 4. Select Logon.
- 5. You will be prompted to enter a new password.
- 6. Enter a new password and select Update Password.
 - * Password must <u>start with a letter</u>, be at least <u>8 char-acters</u> and contain at least <u>one number</u>.

	Your password has expired, please enter a new password.		
	Enter New Password:		
	Re-Enter New Password:		
	Update Password Close		
7.	Select Ok to continue.		

8. Screen will default to the **Terms and Conditions Agreement**. Select **Agree** to continue.

By selecting the Agree button, you are agreeing to the terms and conditions outlined in the following documents



- 9. You will now be logged off of the system; pending cosign by physician.
- 10. If not already completed, the physician will need to complete steps 1-8 and co-sign users.
- 11. At login, the physician is presented with a list of users requiring co-sign.
- 12. Check the box next to the user's names and click **Co-sign.**

Welcome Dr. Rachel Allred

In accordance with Catholic Healthcare West's Network Usage Policy, you has sponsor access to the Website by these members of your office staff, as indicate

User	Document
Gerald Frey	Network Usage Policy for Providers
1	
Co-Sign Cancel	

13. After the physician has co-signed, proceed to the Initial Logon screen.

- 14. Answer the **Password Recovery Security Questions** and select **Save Answer**.
 - * Answers/Passwords are case sensitive.
- 15. Screen will default to a notification that the security questions have been completed successfully.
- 16. Select Finish to continue.

Password Recovery

 If you forget your password, you can create a new password by entering your username and selecting Forgot Your Password from the login screen.

username:	
password:	
	Logon Reset
	Forgot your password?
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- 2. You will be prompted to answer the security questions completed during the initial login setup.
- 3. Create a new password.
 - Password must <u>start with a letter</u>, be at least <u>8 char-acters</u> and contain at least <u>one number</u>.
- 4. Select **Update Password**. Screen will default to Logon page.
- 5. Enter user name and password.
- 6. Select Logon.

<u>Help and Support</u>

Contact the help desk for technical difficulties, new user accounts, terminations, etc.

1. Operations Support can be reached by clicking **Contact Us** on the login screen or from the top of the application menu bar.

username:	Change Password Log Off	Contact Us
password:		
Logon Reset		
Forgot your password?		
April 22, 2011 Contact Us		

 An office manager or physician can contact the operations desk to request <u>New User Accounts</u> or <u>Remove Existing Accounts</u> for departed staff.