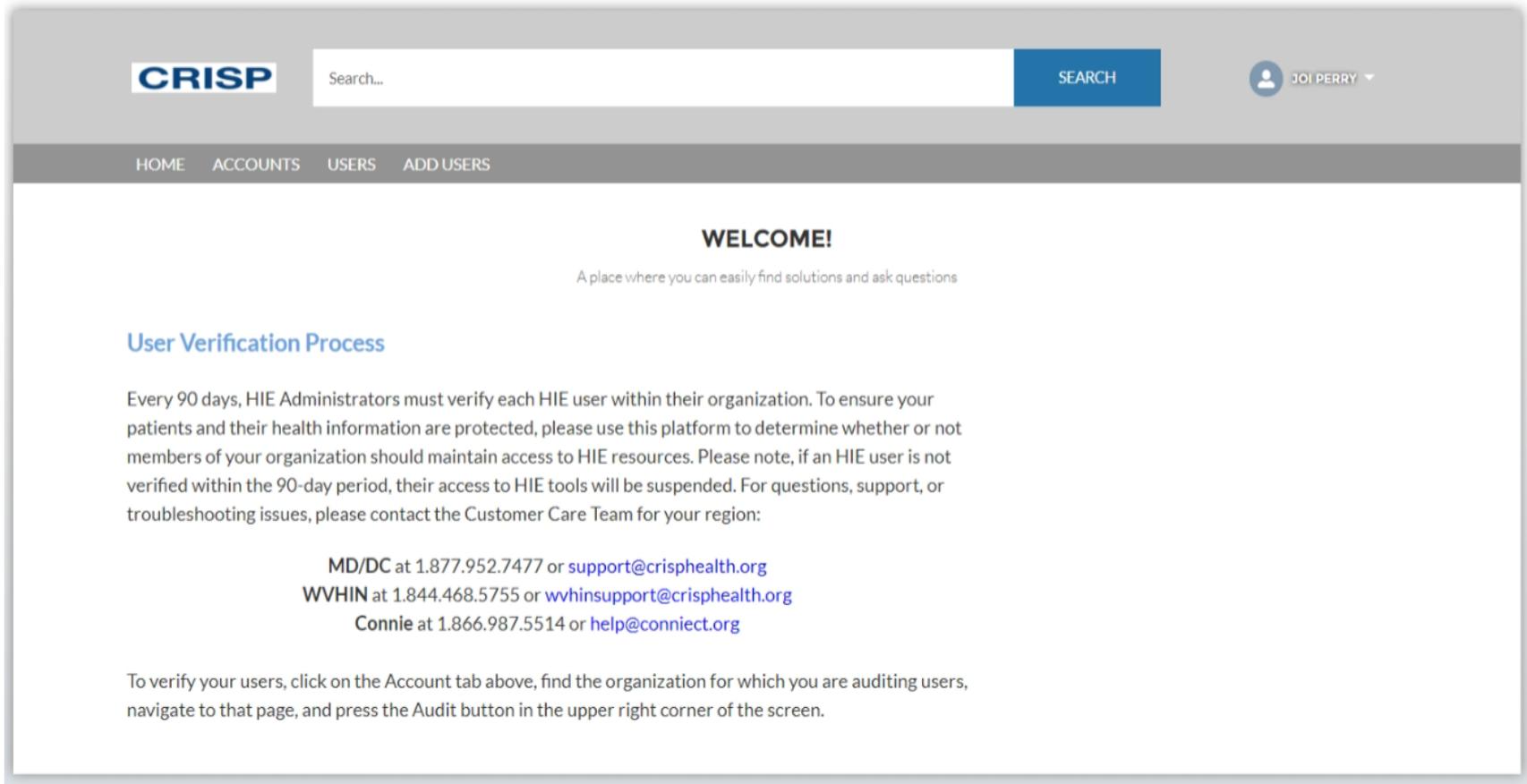# DC PORTAL - HIE ADMIN TOOL

User Guide

HIE Admin Tool

The Health Information Exchange (HIE) Admin Tool allows HIE Administrators to manage their colleagues' HIE accounts. User account creation, access to specific HIE Services, and employee turnover can all be handled via the tool.

***Please note, the HIE Admin Tool application will only be visible to users with HIE admin access. ***

Managing Existing Users

CRISP DC Portal HIE Admin Tool – Managing Existing Users

1 **Managing Existing Users - Audit**

a) Select the **Accounts** tab. The accounts affiliated with your account will be displayed below. Select the organization.

b) Click on the **User Audit** button.
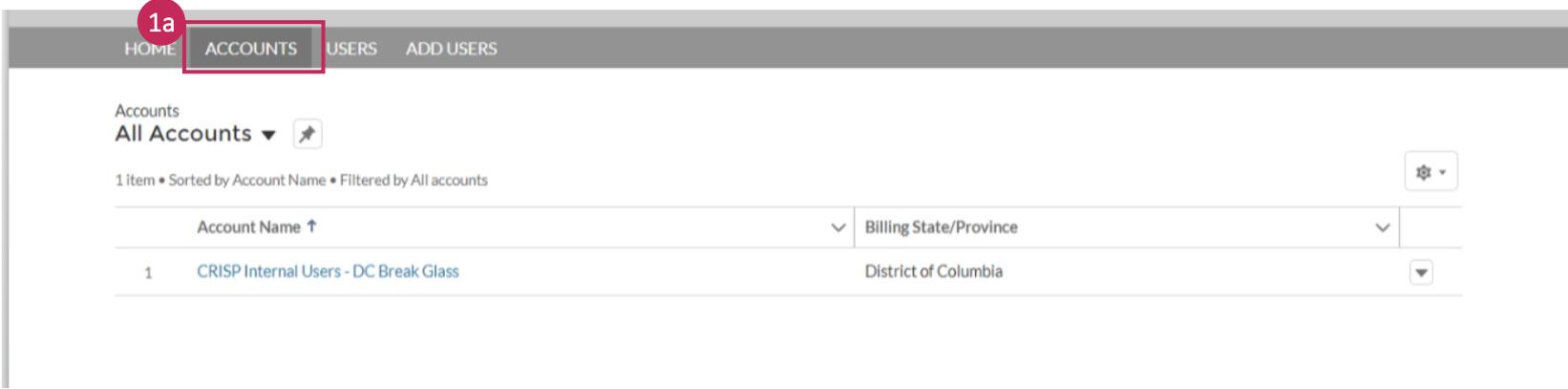
① **Managing Existing Users - Audit**

c) Click the **Approve All** button if there is no change to your user list. Users can be manually audited by clicking on the **Approve/Deny** button next to the user's name.

d) Click the Complete Audit button. You will be directed to a confirmation page. Review the confirmation and select **Finish**.

Active Users   1c **Approve All**

Status	First Name ↑	Last Name	Email	Member Title	Department	Audit Date	Audit By
Approve Deny	Aida	Semere	aida.semere@crisphealth.org	Nurse Practitioner		2021-12-16	Anitra Shird MD-DC
Approve Deny	Bracha	Orlansky	bracha.orlansky@crisphealth.org	Physician, Resident		2021-12-16	Anitra Shird MD-DC

HIE Admin - User Confirmation Page

Deactivated Users

Name	Owner Name
No Record Available	

Active Users

Name	Owner Name
Joi Perry	Rex Echevarria

1d   Previous **Finish**

② ## Suspended Users

Users not audited after 90 days (91-120 days), will be moved to the "Suspended Users" tab. The user will not be able to access CRISP DC Portal until they are audited and moved to active user status.
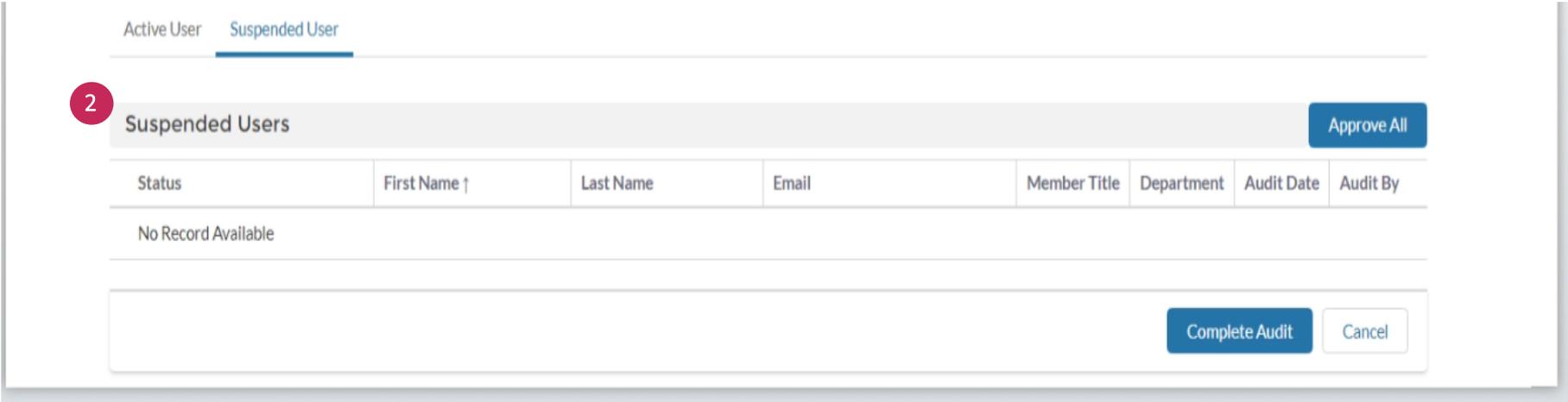
③ ## Deactivated Users

Users not audited in 120 consecutive days will be deactivated. Deactivated users must contact CRISP-DC Support, support@crisphealth.org, to reactivate their account.

Adding New Users

④ **Adding New Users - Individual**

a) Select the **Single User** subtab.

b) Complete the required fields and select the **Submit** button. **Please note: Portal (AK, CT, WV) should be selected for all new users**. For licensed users, State license, professional license number, license type, NPI and DEA (for users requesting PDMP access) are required.

5 **Adding New Users - Multiple**

a) To create accounts for multiple users at once; click the **Bulk User** subtab, then **download the Bulk User Template** by clicking on the hyperlink. Add the users to the spreadsheet and save using the instructions on the page.

b) To upload the file, **Check the Portal box** (Bulk User Template). When you have successfully uploaded your spreadsheet, click **Create Users**. The user list will be displayed in the field below.