

## Provider Administrator User Management

### Getting Started

Provider Site Administrators are able to view, approve, deny, or modify access for users under their Provider Site in the NDIIS. Provider Admin level access is assigned to Site Administrators as designated on the completed NDIIS Provider Site Agreement. Site Administrators must have their own unique NDIIS login.

Provider Admin level access can be granted to other users at the provider site at the discretion of the designated Site Administrator.

Users with Provider Admin level access can only manage users for provider sites they have access to and have Provider Admin level access under.

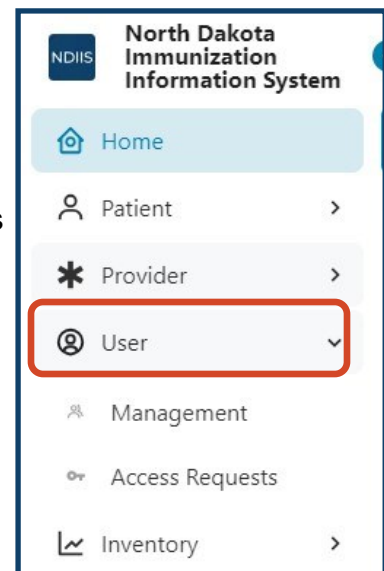
### Managing Users and Access

Provider Admin users will manage user access in the **Users** function from the Main Menu.

**Management** module allows Provider Admin level users the ability to review active users for the selected Provider site, view all users (both active and inactive), view the user role history for all users, and export lists of active or all users.

**Access Requests** module allows Provider Admin level users the ability to approve, deny, or modify NDIIS user access requests for their provider site. They are also able to view historical requests for their site.

To begin click on the module you wish to work in.



## Management Module

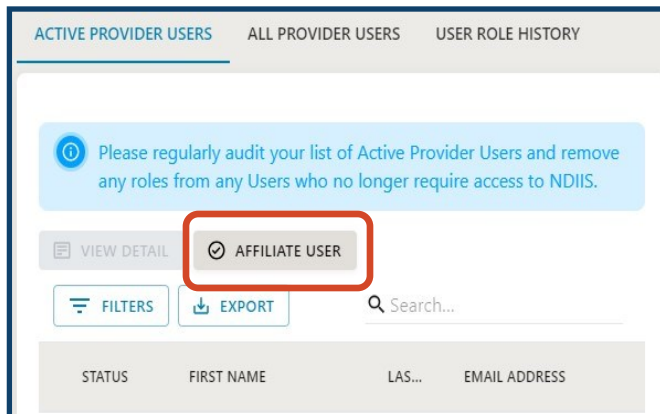
**Active Provider Users** shows the current list of approved users for the selected provider site that have an active NDIIS user account.

**All Provider Users** shows all active and inactive users that have or had access to the selected provider site.

**User Role History** shows changes to the access of active and inactive users that have or had access to the selected provider site.

Provider Admin level users are able to search, filter, and export the lists users to either a CSV or Excel file.

Provider Admin level users are able to add access to their provider site for any NDIIS user with an active NDIIS account without requiring the user to submit an access request using the **Affiliate Users** function.



Type the name of the user or the user's email to search



The screenshot shows the 'Add Provider Affiliation' form. It has a title 'Add Provider Affiliation' at the top. Below the title is a 'Provider' dropdown menu with the text '10 BISMARCK-BURLEIGH PUB HLT'. Below the provider dropdown is a 'User \*' search field, which is highlighted with a red box. Below the user search field is a 'Role \*' dropdown menu. At the bottom right of the form are two buttons: 'CANCEL' and 'OK'.

## Access Requests

Users with Provider Admin level access will review and approve or deny user access requests for their provider site. Users can view both **Active** requests needing to be acted on and **Historical** requests that have already been completed.

Provider Admin level users review and approve or deny user access requests or can click **View Detail** to make a change to the user requested role before approving or denying the request. The list of access requests can also be filtered and exported to a CSV or Excel file for sites records.

The screenshot shows the 'Access Requests' interface. At the top, there are tabs for 'ACTIVE' and 'HISTORICAL'. Below the tabs, there are buttons for 'VIEW DETAIL', 'APPROVE', and 'DENY', which are highlighted with a red box. Below these buttons are 'FILTERS' and 'EXPORT' buttons. To the right is a search bar labeled 'Search...'. Below the buttons is a table with the following columns: REQUEST ID, SUBMITTED, USER, PID, PROVIDER, ROLE, STATUS, and STATUS REASON. The table contains one row of data:

REQUEST ID	SUBMITTED	USER	PID	PROVIDER	ROLE	STATUS	STATUS REASON
1004	11/13/2024	TestM TestBrown	9990	TEST	Standard	Active	Submitted

The screenshot shows the 'Access Request Detail' interface. At the top, there are buttons for 'BACK', 'APPROVE', and 'DENY', which are highlighted with a red box. Below the buttons are several form fields:

- Request ID: 1004
- Submitted Date: 11/13/2024 10:45 AM
- Submitted By: TestM TestBrown
- Submitted By Email: m.k.brown89@gmail.com
- Status: Active
- Status Reason: Submitted
- Submitter Comments: Test account registration access request
- Provider ID: 9990
- Provider Name: TEST
- Requested Role: Standard
- Assigned Role\*: A dropdown menu with options: Provider Admin, Restricted, and Standard. This dropdown is highlighted with a red box.
- Provider Administrator: TESTADMIN ADMINLAST
- Administrator Comments: (empty field)

*Note: If changing a user's requested role before approving access, an Administrator Comment is required in order to complete the approval.*

When a new user access request is submitted, users with Provider Admin level access for that provider site will receive an automated email from the NDHHS alerting them that there is a request waiting for them. Access requests are active for 5 days and Provider Admin users will receive a daily email reminder until the access request is acted on or expires. Once an access request has expired, the user will need to submit a new request.

When a Provider Admin user logs in to the NDHHS, they will see user and access request information on the main page. If there are pending access requests, the user can click **Requests** to jump directly to the **Access Requests** module.

Provider Site Administrators must review their provider site's list of active users regularly. Provider Admin level users can jump directly to their active user list from the main NDHHS page by clicking **Users** from the **Users & Access Requests** section.

