

Harmony User License Request Form Login and Password Guidelines for the Harmony System

The Harmony PMS requires a unique login and password for each staff member that will be accessing or entering information into the System. This is to protect unauthorized system access, provide Management Recap Reports by operator, and maintain historical records of database changes as required by HIPAA. The Login and Passwords (Passwd) both must be entered in lower case letters. Both allow Alpha and Numeric characters although the first position of the Login may not be numeric.

Login: may be a 3 to 8-position alphanumeric code.

Passwd: may be a 5 to 15-position alphanumeric code. Each login must be password protected.

FEES: Change an existing user the fee is \$450.00 (EMR users are Additional)

Add a new HARMONY user the fee is \$2,450.00 includes run time (EMR users are Additional)

Security Levels control access to the different functions of the system.

Level 1 - access to ALL functions, reserved for the Office Manager and other administrative personnel.

Level 2 - access to ALL Daily Routines; including Adding, Changing, and Deleting Patient Accounts, Transactions, Appointments, Maintenance and All Reports. No Controls.

Level 3 - includes All Daily Routines and modules listed above with limited Report access. Reports will be Daily Reports only. No A/R or practice Analysis reports and no Controls.

Level 4 - limits the Daily Routines to just Adding and Changing information. No Deleting, limited Reports and no Maintenance or Controls.

Level 5 - limits the Daily Routines to Appointments, Reviewing Transactions, Maintenance and limited Reports. No Controls.

Level 6 - limits the Daily Routines to Billing type functions. (Entering Charges, Payments, Adjustments. No Appointments, limited Reports and no Maintenance or Controls.

Level 7 - limits Daily Routines to Patient Demographics only, No Reports, No Maintenance or Controls access.

Practice Name: _____ **Office Telephone:** _____

Employee Name: _____

Login: _____ **Passwd:** _____ **Security:** _____

Please note the following example:

Employee: **Joe Smith** Login: **jsmith** Passwd: **dietcoke** Security: **Level #4**

Signature

Date

For more information call MTi 800-220-2684, Fax 410-531-9800

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