

AccuCare Web Security Model Reference

AccuCare uses a concept of program access levels, or 'roles.' Each role is comprised of a set of modules and the permission to access or not access those modules. Some of the modules can be moved between allowed and denied status, while others are essential to the definition of that role and cannot be moved.

As of AccuCare 9.8, there are two categories of roles: clinical and billing:

Clinical Roles	Billing Roles
Low-level Admin	User
Clinician	Administrator
Senior Clinician	
Director	
Administrator	

These roles are available for standard users, and should be used for all day-to-day operations. In addition, a separate class of user called **SuperAdmin** can be created. Users who are set to SuperAdmin status have access to the entire program, including system setup areas that standard users cannot access, such as the ability to create users or manage permissions.

Default patient data access has also been streamlined, to better reflect the categories that exist:

Patient Data Access Levels
Own patients only
All patients in own provider
All patients

In addition to the specific modules available to each role, a subset of patient data access levels that can be set for users is assigned to that role. The patient data access levels available for any user are only those common to the chosen billing and clinical roles for that user.

Clinical Role	Allowed Patient Data Access Levels
Low-level Admin	All patients
Clinician	Own patients only All patients in own provider All patients
Senior Clinician	Own patients only All patients in own provider All patients
Director	Own patients only All patients in own provider All patients
Administrator	All patients

Billing Role	Allowed Patient Data Access Levels
User	Own patients only All patients in own provider All patients
Administrator	All patients

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For example, imagine we have user Sally S. Sample, the office receptionist. Since she doesn't have a need to access clinical data such as assessments or treatment plans, her clinical role is set to Low-level Admin. However, she also fields customer calls about their balances, her billing role is set to User.

From the tables above, we can see that the only patient data access level she can have is "All patients," since that is the only one common to the clinical Low-level Admin and the billing User.

Now let's say Sally needs to perform some clinical functions, such as printing narrative reports of client assessments. Her clinical role has to be increased, and is set to Clinician. She now has three patient data access levels that are available to her, since "Own patients only", "All patients in own provider", and "All patients" are available to both Clinician and the billing User.

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Module Permissions

The following pages document what modules and permissions each role has by default, and whether particular modules can be individually allowed or denied via the Custom tab of User Administration.

Some modules are accessible only to users who are SuperAdmins. These modules and permissions have system-wide ramifications, and should be available only to users whom you trust with the responsibility to access them. In short, ***if you do not want users to be able to access these areas, do not make them SuperAdmins.***

SuperAdmin-only Modules
Archive Clients
Permanently Delete Clients
Permanently Delete Groups
Setup → Authorization
Setup → Manage Permissions
Setup → Providers
Setup → Users

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Role: SuperAdmin

SuperAdmin has access to the following modules. Asterisks have been used to indicate modules that can be accessed only by SuperAdmins. This role cannot be customized.

SuperAdmin has access to:	Able to be customized?
Admission/Discharge	N
Archive Clients *	N
ASAM Continuum	N
Assessments	N
Billing Auth. Tracking	N
Billing Reports Admin	N
Billing Standard Reports	N
Billing Transfer	N
Blank Forms	N
Chart Management	N
Claim Preparation	N
Claim Transmission	N
Client Billing Activity	N
Client Category Setup	N
Client Diagnosis	N
Client Intake	N
Client Payer Info	N
Client Reports	N
Clients Billing Info	N
Custom Forms	N
Data Query	N
Permanently Delete Clients *	N
Permanently Delete Data *	N
Permanently Delete Groups *	N
Discharge Summary	N
Episodes Of Care	N
Export Custom Form Data	N
Export To ARGS	N
Export To DASA	N
Export To EasyBall	N
Export To NDW	N
Export To STARS	N
File Document	N
Follow Ups	N
Follow Up Setup	N
GPRA	N
Group Setup	N

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Role: SuperAdmin – cont.

Manage Permissions *	N
Manager Reports	N
Medication Management	N
MHSIP	N
Password Change	N
Patient Placement	N
Payer Payments	N
Prevention	N
Progress Notes	N
Recovery Support Screening	N
Scheduled Follow ups	N
Scheduled TSRs	N
Scheduling	N
Setup Account Number	N
Setup Agencies	N
Setup Business Info	N
Setup Custom Forms	N
Setup Diagnosis Codes	N
Setup Level Of Care	N
Setup Lists	N
Setup Location Of Service	N
Setup Payer	N
Setup Placement Domains	N
Setup Provider Info	N
Setup Referral Letters	N
Setup Report Headings	N
Setup Sample Plans	N
Setup Service Codes	N
Setup Session Types	N
Setup System Options	N
Setup Users	N
Sign Document	N
Supplements	N
System Questionnaires	N
System Session Log	N
TEDS	N
Treatment Plans	N
Treatment Services Review	N
TSR Setup	N
View All Users Schedules	N
VMS	N

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Role: Clinical Admin

By default, Clinical Admin has access to all the clinical areas of AccuCare. This role can be customized which means, following modules can be denied or re-granted to this role.

Clinical Admin has access to:	Able to be customized?
Admissions/Discharge	Y
Archive Clients	Y
ASAM Continuum	Y
Assessments	Y
Blank Forms	Y
Chart Management	Y
Client Category Setup	Y
Client Diagnosis	Y
Client Intake	Y
Client Reports	Y
Custom Forms	Y
Data Query	Y
Delete Data	Y
Delete Groups	Y
Discharge Summary	Y
Episodes Of Care	Y
Export Custom Form Data	Y
Export To EasyBall	Y
Export To STARS	Y
File Document	Y
Follow Ups	Y
Follow Up Setup	Y
GPRA	Y
Group Setup	Y
Manager Reports	Y
Medication Management	Y
MHSIP	Y
Password Change	Y
Patient Placement	Y
Prevention	Y
Progress Notes	Y
Recovery Support Screening	Y
Scheduled Follow ups	Y
Scheduled TSRs	Y
Scheduling	Y
Setup Custom Forms	Y
Setup Level Of Care	Y
Setup Lists	Y
Setup Location Of Service	Y

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Setup Placement Domains	Y
Setup Provider Info	Y
Setup Referral Letters	Y
Setup Report Headings	Y
Setup Sample Plans	Y
Setup Session Types	Y
Sign Document	Y
Supplements	Y
System Questionnaires	Y
System Session Log	Y
TEDS	Y
Treatment Plans	Y
Treatment Services Review	Y
TSR Setup	Y
View All Users Schedules	Y
VMS	Y

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Role: Director

By default, Director has access to all the following areas of AccuCare. This role can be customized, which means the following modules can be denied or re-granted to this role.

Director has access to:	Able to be customized?
Admission/Discharge	Y
ASAM Continuum	Y
Assessments	Y
Billing - Provider Info Setup	Y
Blank Forms	Y
Chart Management	Y
Client Diagnosis	Y
Client Intake	Y
Client Reports	Y
Custom Forms	Y
Delete Data	Y
Discharge Summary	Y
Episodes Of Care	Y
File Document	Y
Follow Ups	Y
GPRAs	Y
Group Setup	Y
Medication Management	Y
MHSIP	Y
Password Change	Y
Patient Placement	Y
Prevention	Y
Progress Notes	Y
Recovery Support Screening	Y
Scheduled Follow ups	Y
Scheduled TSRs	Y
Scheduling	Y
Setup - Location of Services	Y
Setup Location Of Service	Y
Setup Provider Info	Y
Setup Referral Letters	Y
Setup Report Headings	Y
Setup Sample Plans	Y
Sign Document	Y
Supplements	Y
System Questionnaires	Y
TEDS	Y
Treatment Plans	Y
Treatment Services Review	Y
View All Users Schedules	Y
VMS	Y

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Role: Senior Clinician/Clinician

Module access for the Senior Clinician **roles has the the ability to delete records.** The Senior Clinician can delete assessments, treatment plans, etc., while the Clinician cannot.

Sr. Clinician has access to:	Able to be customized?
Admission/Discharge	Y
ASAM Continuum	Y
Assessments	Y
Blank Forms	Y
Chart Management	Y
Client Diagnosis	Y
Client Intake	Y
Client Reports	Y
Custom Forms	Y
Delete Data	Y
Discharge Summary	Y
Episodes Of Care	Y
File Document	Y
Follow Ups	Y
GPRA	Y
Group Setup	Y
Medication Management	Y
MHSIP	Y
Password Change	Y
Patient Placement	Y
Prevention	Y
Progress Notes	Y
Recovery Support Screening	Y
Scheduled Follow ups	Y
Scheduled TSRs	Y
Scheduling	Y
Setup Sample Plans	Y
Sign Document	Y
Supplements	Y
System Questionnaires	Y
TEDS	Y
Treatment Plans	Y
Treatment Services Review	Y
View All Users Schedules	Y
VMS	Y

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Role: Clinician

Module access for the Clinician **role cannot delete records.** The Clinician can work on assessments, treatment plans, etc., basically do their job but not delete any reports.

Clinician has access to:	Able to be customized?
Admission/Discharge	Y
ASAM Continuum	Y
Assessments	Y
Blank Forms	Y
Chart Management	Y
Client Diagnosis	Y
Client Intake	Y
Client Reports	Y
Custom Forms	Y
Discharge Summary	Y
Episodes Of Care	Y
File Document	Y
Follow Ups	Y
GPRA	Y
Group Setup	Y
Medication Management	Y
MHSIP	Y
Password Change	Y
Patient Placement	Y
Prevention	Y
Progress Notes	Y
Recovery Support Screening	Y
Scheduled Follow ups	Y
Scheduled TSRs	Y
Scheduling	Y
Setup Sample Plans	Y
Sign Document	Y
Supplements	Y
System Questionnaires	Y
TEDS	Y
Treatment Plans	Y
Treatment Services Review	Y
View All Users Schedules	Y
VMS	Y

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Role: Low-level Admin

A low-level admin has access to the following areas of AccuCare and can be customized.

Low-Level Admin has access to	Able to be customize?
Admission/Discharge	Y
Blank Forms	Y
Chart Management	Y
Client Diagnosis	Y
Client Intake	Y
Custom Forms	Y
Episodes Of Care	Y
GPRAs	Y
Password Change	Y
Prevention	Y
Scheduling	Y
Setup Referral Letters	Y
Setup Report Headings	Y
Setup Sample Plans	Y
Sign Document	Y
System Questionnaires	Y
View All Users Schedules	Y
VMS	Y

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Role: Billing Administrator

By default, Billing Admin has access to all the billing areas of AccuCare. This role can be customized, which means the following modules can be denied or re-granted to this role.

Billing Admin has access to:	Able to be customized?
Auth. Tracking	Y
Billing Reports Admin	Y
Billing Reports Standard	Y
Billing Transfer	Y
Chart Management	Y
Claim Preparation	Y
Client Billing Activity	Y
Client Diagnosis	Y
Client Intake	Y
Client Payer Info	Y
Clients Billing Info	Y
Custom Forms	Y
Episodes Of Care	Y
File Document	Y
GPRA	Y
Group Setup	Y
Password Change	Y
Payer Payments	Y
Prevention	Y
Scheduling	Y
Setup Account Number	Y
Setup Business Info	Y
Setup Diagnosis Codes	Y
Setup Location Of Service	Y
Setup Payer	Y
Setup Provider Info	Y
Setup Service Codes	Y
Sign Document	Y
System Questionnaires	Y
View All Users Schedules	Y
VMS	Y

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Role: Billing User

A Billing User has access to the following areas of AccuCare and can be customized.

Billing User has access to:	Able to be customized?
Auth. Tracking	Y
Billing Reports Admin	Y
Billing Reports Std	Y
Billing Transfer	Y
Chart Management	Y
Claim Preparation	Y
Client Billing Activity	Y
Client Diagnosis	Y
Client Intake	Y
Client Payer Info	Y
Clients Billing Info	Y
Custom Forms	Y
Episodes Of Care	Y
File Document	Y
GPRA	Y
Group Setup	Y
Password Change	Y
Payer Payments	Y
Prevention	Y
Scheduling	Y
Setup Account Number	Y
Setup Business Info	Y
Setup Diagnosis Codes	Y
Setup Location Of Service	Y
Setup Payer	Y
Setup Provider Info	Y
Setup Service Codes	Y
Sign Document	Y
System Questionnaires	Y
View All Users Schedules	Y
VMS	Y

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A Billing User may be granted access to the following areas, but by default these areas are denied to Billing Users:

Billing User is denied access to:	Able to be customized?
Billing → Administrator Reports	Y
Billing → Business Info Setup	Y
Billing → Diagnosis Codes Setup	Y
Billing → Insurance Company Setup	Y
Billing → Location of Service Setup	Y
Billing → Provider Info Setup	Y
Billing → Service Code Setup	Y