

CORE - System Security Request

Purpose:

This System Security Procedure protects OnBase, Dakota Imaging (DI), Medicaid Management Information System (MMIS) and RightFax from unauthorized access.

Identification of Roles:

System Analyst and Business Analyst – Process OnBase, MMIS, DI and RightFax Security Requests

Performance Standards:

None

Path of Business Procedure:

For additional details on this procedure, please refer to the security submission training manual (Internal IME CORE document Restricted/Confidential)

Step 1: Submission of Security Request. Please refer to the security submission training manual.

- a. OnBase security request is submitted via OnBase security E-Form.
- b. MMIS security request is submitted via OnBase security E-Form.
- c. Dakota Imaging security request is submitted via OnBase security E-Form.
- d. RightFax security requests are submitted to Core Helpdesk.

Step 2: Unit Manager Approval

- a. OnBase
 1. Approval from Business Unit security personnel is completed via OnBase approval task in security request workflow.
- b. MMIS
 1. Approval from Unit Manager is completed via OnBase approval task in security request workflow.
- c. Dakota Imaging
 1. Approval from Operation Team Lead from Mailroom is completed via OnBase approval task in security request workflow.
- e. RightFax
 1. Not required; RightFax is available to anyone that needs it.

Step 3: Security Setup

- a. OnBase
 - 1. Assign users to appropriate user group. Please refer to training manual.
- b. MMIS
 - 1. Assign user to appropriate file system. Please refer to training manual.
- c. Dakota Imaging
 - 1. Assign user to correct user group. Please refer to training manual.
- d. RightFax
 - 1. User is added to the RightFax group which is setup and administered by Department's Division of Data Management (DDM)

Step 4: Send notification to user

- a. OnBase
 - 1. Send email notification to requestor that security setup is completed.
- b. MMIS
 - 1. Send email notification to requestor that security setup is completed.
- c. Dakota Imaging
 - 1. Send email notification to requestor that security setup is completed.
- d. RightFax
 - 1. Send email notification to requestor that security setup is completed.

Forms/Reports:

OBCR/MMIS Security Request Form

Name:	<input type="text"/>	Unit:	<input type="text"/>
Mother's Maiden Name:	<input type="text"/>	Job Title:	<input type="text"/>
Last 4 Digits of SSN:	<input type="text"/>	OnBase User ID:	<input type="text"/>
MMIS User ID:	<input type="text"/>		
State Network Login:	<input type="text"/>		

Reason for Change

Deactivation New Employee Job Function Change Name Change

This request pertains to the following system(s): MMIS OnBase

Tracking & Approval

Requested By:	<input type="text"/>	Date:	<input type="text" value="9/21/2010"/>
Unit Manager:	<input type="text"/>	Date:	<input type="text"/>
Core Unit Manager:	<input type="text"/>	Date:	<input type="text"/>
Core Security Admin:	<input type="text"/>	Date:	<input type="text"/>

DI Security Request From

Mailroom Security Access User Form

Reference:
 Name: Unit:

Action

- Activate New Operator Delete Access to File(s) Inactivate
 Activate Existing Operator Change Access to File(s) Delete

Reason for Action

- New Employee/Temp Assistance from Another Unit User Modification
 Job Function Change Termination Change Password

Which Exchange

- Exchange 7 Exchange 8 (Default) Both

Dakota Imaging Applications

- | | |
|---|---|
| <input type="checkbox"/> 1. Data Entry | <input type="checkbox"/> 9. Scanning |
| <input type="checkbox"/> 2. Pre-Verification | <input type="checkbox"/> 10. Image QA |
| <input type="checkbox"/> 3. Post-Verification | <input type="checkbox"/> 11. Character |
| <input type="checkbox"/> 4. Classification | <input type="checkbox"/> 12. Form |
| <input type="checkbox"/> 5. Indexing | <input type="checkbox"/> 13. Field |
| <input type="checkbox"/> 6. Administration | <input type="checkbox"/> 14. Verify QA |
| <input type="checkbox"/> 7. Rejection | <input type="checkbox"/> 15. Manual Job Selection |
| <input type="checkbox"/> 8. Routing | <input checked="" type="checkbox"/> 16. Modify Verify Preferences |

Dakota Imaging Auto Feed Groups

- | <u>Exchange 7</u> | <u>Exchange 8</u> |
|---------------------------------|--|
| <input type="checkbox"/> Part A | <input type="checkbox"/> Dental |
| <input type="checkbox"/> Part B | <input type="checkbox"/> HCFA |
| <input type="checkbox"/> All | <input type="checkbox"/> TMC |
| | <input type="checkbox"/> UB |
| | <input type="checkbox"/> Professional Crossover |
| | <input type="checkbox"/> Institutional Crossover |
| | <input type="checkbox"/> All |

Dakota Imaging QA Groups

<u>Claim Type</u>	<u>Version</u>	<u>Percentage</u>
<input type="checkbox"/> HCFA	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> UB	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Dental	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> TMC	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Part A		<input type="text"/>
<input type="checkbox"/> Part B		<input type="text"/>
<input type="checkbox"/> Reject QA		<input type="text"/>
<input type="checkbox"/> Professional Crossover		<input type="text"/>
<input type="checkbox"/> Institutional Crossover		<input type="text"/>

Transform Manager Applications

- Administration Verify Operators
 Quality Analyst Remove TM Access
 Mailroom Support Staff

Comments:

Requestor: Date:

RFP References:

5.1.10, 5.2.2.15

Interfaces:

OnBase

MMIS

DI

RightFax

Attachments:

None