



METHODIST HOSPITAL
METHODIST WOMEN'S HOSPITAL
METHODIST JENNIE EDMUNDSON HOSPITAL
METHODIST PHYSICIANS CLINIC
SHARED SERVICE SYSTEMS
METHODIST HEALTH SYSTEM CORPORATE OFFICES
NEBRASKA METHODIST COLLEGE
ALL AFFILIATES OF METHODIST HEALTH SYSTEM

ADMINISTRATIVE POLICY AND PROCEDURE

TITLE: Health System Cerner Access Standard
ORIGINATION DATE: 02/2018
REVIEWED DATE:
REVISED DATE: [Click here to enter Date\(s\)](#)
PURPOSE: Health System Standard for Cerner Access

POLICY:

Assumptions -

- Cerner account holders will have one active account.
- Accounts that have not been used in 90 days will be inactivated.
- Any exceptions to this policy requires approval by the Cerner Access Committee.

This policy has been organized by employment type and role type. For the purpose of this policy, a provider is defined as a physician, physician assistant or nurse practitioner/nurse midwife/certified registered nurse anesthetist and a non-provider is defined as all other roles.

Health System Employee User Account Types -

- Employed Providers – Account activation and inactivation dates will coincide with their employment dates. A 30 day access period extension will be provided upon request to complete documentation.
- Employed Non Providers - Account activation and inactivation dates will coincide with their employment dates.

Non Employed Providers with Medical Staff Privileges Account Type -

- Account activation and inactivation dates will coincide with their Medical Staff privileging dates. A 30 day access period extension will be provided upon request to complete documentation.

Non Employed User Account Types -

- Providers without Medical Staff Privileges–
 - NeHii is the preferred method to access patient medical records for non-employed staff. If this option is not acceptable then the user will need to obtain Vice President Sponsorship for direct Cerner access. User should include documentation of business case of why NeHii will not meet their needs.
 - If sponsorship is obtained, the request will go to the Cerner Access Committee. The committee will review the business case for approval or rejection.
 - Account will expire 12 months after activation. If access is still needed, the process above must be followed for renewed access.
 - Users should contact the NMHS Service Desk (402-354-2280) if account is disabled and access is still needed. The Service desk will provide NeHii instructions and provide access for a 10 day grace period.

- Non Employed Non Providers -
 - NeHii is the preferred method to access patient medical records. If this option is not acceptable, users will need to obtain Vice President Sponsorship for direct Cerner access. Users should include documentation of business case of why NeHii will not meet their needs and the duration of their access not to exceed 6 months. If sponsorship is obtained, the request will go to the Cerner Access Committee. The committee will review the business case for approval or rejection.
 - Users should contact the NMHS Service Desk if account is disabled and access is still needed. The Service desk will provide NeHii instructions and provide access for a 10 day grace period.
 - Account will auto expire 6 months after activation. If access is still needed, the process above must be followed for renewed access.
 - Nursing homes should have medical record access via Ensocare. Case Management should request Ensocare for facilities without access.
- Residents - Account will auto expire 1 month after activation date.
- Students – Account will auto expire 1 month after activation date.

Mobile Access for Employed Providers and Non-employed Physicians -

- Cerner mobile access via PowerChart Touch is provided to employed providers and non-employed physicians with active staff privileges. Other providers who would like to utilize mobile access, can do so but will be charged an annual fee of \$550 per year. This will be collected by the Finance department with a reoccurring monthly credit card charge.

Cerner Access Committee –

- Committee will meet as needed to address access requests and or exception requests. Membership will consist of CIO, CFO, CMO and CNO.