

Adding/Editing XchangER Users

There are three roles/permissions that can be used for XchangER:

XchangER: This role will allow a user access to view and print ePCR's on an authenticated device.

XchangER Operations: This role will allow a user access to access the Setup -> Users page at <https://healthems.com> and view and print ePCR's on an authenticated device.

XchangER Admin: This role will allow a user to authenticate new devices via the Manage XchangER Configurations page, access the Setup -> Users page at <https://healthems.com>, and access to view and print ePCR's on an authenticated device.

For those with the appropriate security role, follow these steps to setup user accounts:

1. Navigate to <https://healthems.com> and login with a valid username and password.

HealthEMS
powered by Sansio

Log In to HealthEMS®

Username:

Password:

Log In

Did you forget your password?

NEMSIS
Compliant
Software

NEMSIS Gold
Compliant Software

Welcome to HealthEMS®

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Sansio serves as a Business Associate to organizations and uses stringent administrative, physical and technical safeguards to protect the confidentiality, integrity and availability of ePHI in accordance with the HIPAA Security Rule. [HERE](#) are the key customer responsibilities for User Based Access Control.

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2. Hover over **Setup** on the menu bar and click on the **Users** menu item.
3. Complete the required information in the User Groups form and click the **Add User** button. (NOTE: Only **XchangER**, **XchangER Operations**, and **XchangER Admin** permissions will work with XchangER.)

Setup: Users

[Show Instructions]

* = Required Field

User Groups

* Username:

* Password: * Retype Password:

* Password Question: * Answer to Password Question:

* Email Address:

* Permissions:

- Narcotics
- Operations
- Purchase Forms
- Quality Assurance
- System Administrator
- View only
- View Run Report Only
- XchangER
- XchangER Admin
- XchangER Operations

Password Expires:

Disabled:

Contact Info

* Contact Type:

* First Name: * Last Name:

Title:

* Phone: Ext:

Fax:

Add User

NOTE: Each XchangER user can access myHealthEMS -> myAgency -> myAccount at any time to edit their own contact information, Password Question and Answer, or Password. Do not complete the Notification Preferences section as this does not apply to XchangER users.

myHealthEMS: Account Information

Change user information for: xer911
Assigned security permission(s): XchangER Admin

* = Required Field

Account Information	
* First Name: Sansio	* Last Name: Support
* Contact Type: Consultant	Title:
* Email: support@sansio.com	Ext:
Phone: 2186257000	
Fax:	
Password Question: Enter a question	Password Answer: Answer to a question
Change Password For security reasons, passwords must be between 5 and 12 characters and must contain 2 or more numbers. (Leave all three fields blank to keep existing password.) Password Expires: No Expiration	
* Current Password:	
* New Password:	
* Retype New Password:	
Notification Preferences for HealthEMS® Messages	
Email Address:	
Text Pager Address:	
Text Address:	
Notification for Messages: <input type="checkbox"/> Email <input type="checkbox"/> Pager <input type="checkbox"/> Text	Notification for System-Generated QA Items (Default): <input type="checkbox"/> Email <input type="checkbox"/> Pager <input type="checkbox"/> Text

Save Changes