



AHLTA-Theater and TC2 User Checkout Procedures

Before departing the AFCENT AOR, all users must out process with the System Administrator, applicable authority or designee to ensure all patient documentation and orders have been addressed. It is vital that no orders or documentation is left outstanding and that TMIP-J EHR systems account access is appropriately and securely terminated upon the user's departure.

AHLTA-Theater User Checkout Procedures

Verify No Open Encounters Prior To Departing the AOR.

1. Log into AHLTA-T as System Administrator or user with all clinics in AHLTA-T assigned.
2. In Outpatient Tracking Module, click on **Change Selections**.
3. Ensure all clinics are selected.
4. Select user from provider list.
5. Select **Today plus Incomplete** radio button.
6. Click **Ok**.
7. The Outpatient Tracking workspace should have no open encounters visible for the selected provider.
8. In the Folder List, click on **Co-signs** module.
9. Click the **Providers** button.
10. In the **Name:** field, enter the providers Last Name and click **Find**.
11. Select the provider from the list and click **Select**.
12. **[No Encounters Found]** should display in the Co-Signs module workspace.

Users should not depart theater until all encounters are successfully signed, co-signed, cancelled or transferred to the correct provider as appropriate.

Delete User Roles and Clinics from Theater Security Admin

This step should only be performed after the user has completed all of their patient encounters and orders. The user will no longer be able to sign in after their account access has been terminated.

These steps can only be accomplished by a System Administrator.

1. Log into Theater Security Admin as System Administrator.
2. Locate the user in the Users List.
3. Click the **pencil** edit icon next to the user name.
4. **Roles:** Click the red x to delete each of the user roles assigned to the user.
5. **Clinics:** Click the red x to delete each of the clinics assigned to the user. The default clinic cannot be removed.
6. Click the **Locked** check box then click **Save**

TC2 User Checkout Procedures

Verify No Unsigned Orders Prior To Departing the AOR

These steps should be performed by Providers with TC2 accounts prior to departing the AOR. The provider must be logged into their account to perform these steps:

1. Log into TC2.
2. Type **ORS** and hit the **'Enter'** key
3. At the prompt **'Sign orders for ALL your Patients? Yes//'**; then hit **'Enter'** to accept Yes as default
4. Orders requiring a signature will display
5. Use the **'End'** key to select individual orders with a **'*'** (asterisk)
6. Use **F11** to **select all** orders
7. Use **F9** key to **expand** the orders for review
8. Hit **'Enter'** to **sign the orders** that have been selected with a **(*)**

Users should not depart the AOR until all orders have been successfully signed or managed as appropriate.

Set Up Surrogate Provider for New Results

These steps should be performed by Providers with TC2 accounts prior to departing the AOR. The provider must be logged into their account to perform these steps:

1. Log into TC2
2. Type **USR** then hit the **Enter** key
3. Type **PRF** then hit the **Enter** key
4. Use the **'End'** key to select the **'Enter/Edit Surrogates'** menu option then hit the **'Enter'** key
5. At the prompt **'Enter/delete surrogate provider to review new results:'**; enter the provider last name to add as a Surrogate Provider
 - a. If provided with a "pick list" use the **'End'** key to select the provider
 - b. Type **? + 'Enter'** to pull up a list of all available provider options to select
6. More than one provider may be selected as a Surrogate Provider
7. When all providers have been selected, hit **'Enter'** to navigate through remaining fields and exit the screen

System Administrator Unsigned Order Verification

These steps should be performed by a System Administrator.

Step 1

^ALL
Allied Heath Menu (option 2)
RVO
Use an existing template for selection orders? NO//: Hit Enter
Ordering HCP: Enter User Name
Hit Enter until you come to Order Status and type 3
Enter until you get to Latest Date: It will default with current date
Earliest Date: Current Date//: Enter T-365
Device: Enter
If no orders exist proceed to step 2
If orders do exist, the provider needs to close the orders before proceeding

Step 2

UM (at the Eve menu)
USAE
Select USER NAME: Enter Users Name
Go to Termination Date and enter T-1
Go to the following selections and enter Y
Delete Groups At Termination
Delete Keys At Termination
Delete Mailbox At Termination
Delete Desktop At Termination
Enter until you get out of USAE menu

Step 3

^PRO
Select option 39
Select PROVIDER NAME: Enter name
Enter until you get to page 2
OE Inactivation Date: Enter T-1
Termination Date: Enter T-1
Enter until you exit