TUTORIAL FOR IMMEDIATE NEW USER FACILITY ACCESS – TOKEN SYSTEM

Use of clinician-generated token system for expedient but authenticated Vohra facility portal access for new users (do not yet have account)

- Creating the Token
- Using the Token to Create New Account

CREATING THE TOKEN

1. Clinician logs in to the MED portal (https://med.vohrawoundteam.com), clicks "Clinician Access Tokens" and fills out the user name and email and assigns the appropriate facility(s) from the list.

2. Then the clinician selects the user type (Admin can have multiple facilities assigned and the Member can have only a single facility assigned) and clicks "Generate Token". The token is then displayed in red under the button.


3. This token is now valid for 24 hours. The account is not yet created, but the token will allow the user to create an account using that same email within the valid timeframe. The clinician then reads the token back to the user, directs them to the facility portal (https://emr.vohrawoundteam.com) and tells them they must now Create Account.

USING THE TOKEN TO CREATE NEW ACCOUNT

1. The facility user then goes to the facility portal (https://emr.vohrawoundteam.com and clicks the "Login With Token" button on the login page to create an account.
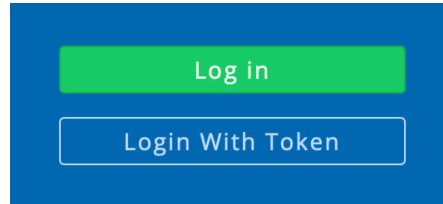
2. Once they press the "Use Token" button, they will need to fill out this form and include their valid token to complete the account-creation process.

3. After pressing the "Create" button, the account gets created and they are asked to accept our terms of service. Once they click "Agree", they are logged in and arrive at the facility-specific dashboard.
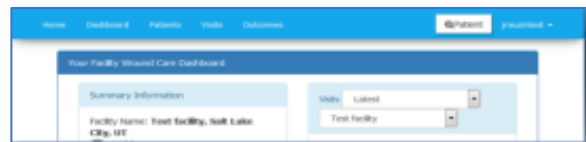
4. They've created their own password and the token which was used is no longer necessary for that user. Going forward, the user utilizes the "forgot password function" as do all existing users.