

The eChart Site and User Management Report is sent monthly to the Authorized Sponsor(s). This report provides an overview of all Site Contacts and how often users accessed eChart.

eChart A Shared Health Service
MANITOBA

Site and User Management Report - Clinical Users

Report Recipient:
Email:
Phone Number:

As the Authorized Sponsor, you are responsible for ensuring that eChart Manitoba users under your eChart site only access the minimum required information.

Instructions:
Please ensure the following:
1. Specify changes directly on this spreadsheet.
2. Indicate "disabled" users who no longer require eChart for their role, and/or who have not used eChart for 9 months or more.
3. Review eChart usage and determine if it is consistent with the expected activity for their role.
4. Email the spreadsheet with changes to Shared Health at dhaccountrequest@sharedhealthmb.ca
5. A Quick Reference Guide (QRG) related to this report is available at <https://echartmanitoba.ca/files/echart-mb-site-user-mgmt-report-quick-ref-guide.pdf>

Site:

Site Responsibility	Contact	Email	Phone	Indicate changes to this information
Authorized Sponsor	Sponsor 1			
	Sponsor 2			
Authorized Account Requestor	AAR 1			
Privacy Designate	PO1			
Usage Contact	OC 1			
IT Resource	IT 1			

Active Users **Inactive Users** **Total Users**

#	%	#	%	#
33	75%	11	25%	44

eChart User First Name	eChart User Last Name	User Name	Labour Classification	eChart Access Role	Last Login	# of Patient Searches	# of Patient Records Opened	Indicate changes to this information
User 1	1	user1		Clinical View	Dec 2, 2021 10:35:44 AM	No Activity during reporting period	80	
User 2	2	user2		Clinical View with Images & Override	Mar 14, 2022 2:54:26 PM	No Activity during reporting period	80	
User 3	3	user3		Clinical View with Images & Override	Mar 11, 2022 4:14:14 PM	No Activity in last 9 months	1	
User 4	4	user4		Clinical View with Images & Override	Jan 27, 2022 3:14:44 PM	No Activity during reporting period	1	
User 5	5	user5		Clinical View with Images & Override	Mar 10, 2022 11:08:14 AM	No Activity during reporting period	187	
User 6	6	user6		Clinical View				

PRIVACY REMINDER
This report must be kept confidential and only copied or shared in accordance with the Access to Information Act and the Privacy Act.

Date:

eChart site role assigned to each contact.

If there are any changes to the site contacts' information (i.e. change of name, address or phone number) you are able to update it directly within this report and submit it to the dhaccountrequest@sharedhealthmb.ca for processing.

Statistical summary of user activity at each site.

A highlighted row indicates a user has been inactive for nine months or more.

Level of access each user has been provisioned with in eChart.

Number of patient searches and number of times patient records were opened by the user during the reporting period.

If there are changes to an existing user's account or access level, you are able to note this directly within the report (e.g. user no longer at site, disable; disable as employee on LOA/Mat Leave) and submit it to the dhaccountrequest@sharedhealthmb.ca for processing.

If you are an Authorized Sponsor or Authorized Account Requestor and would like to add a new user account, visit [Forms - eChart Manitoba](#) and fill out the eChart Account and Access Request Form. The Account and Access Request Form can be used to add, modify or disable user accounts. All requests must be sent to dhaccountrequest@sharedhealthmb.ca.

If an account request/change for a user has been submitted within the last 30 days it may not be reflected on this report. Please do not resubmit previous change requests.

For more information:

Web: www.echartmanitoba.ca

Email: echart@sharedhealthmb.ca



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