

Designating a Direct Delegate

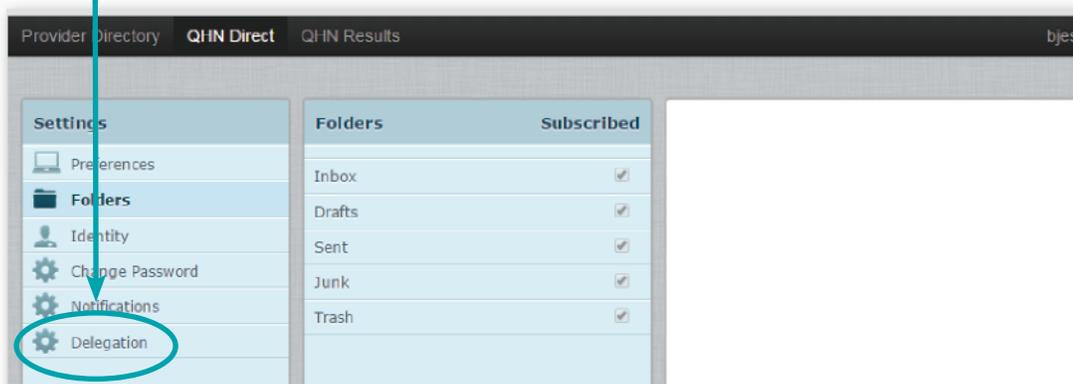
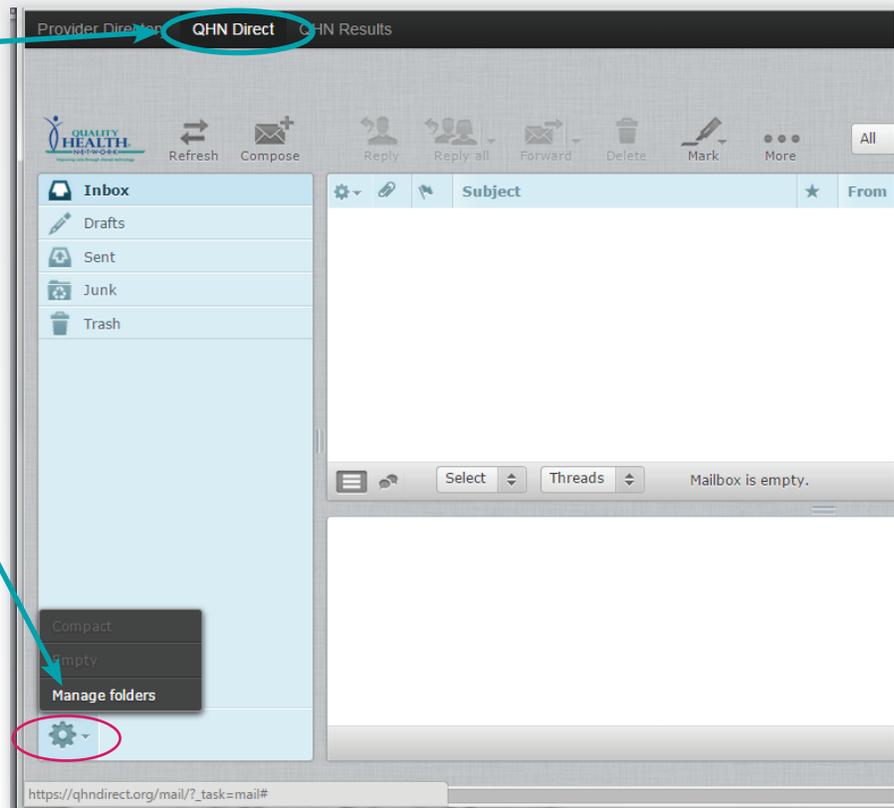
Updated: May, 2016

QHN Direct allows for secure provider-to-provider information exchange based on the Direct protocol. Using Direct, providers and care team members can easily and securely send patient information directly to other healthcare professionals. This information is encrypted and securely sent via the Internet using the QHN HISP.

Frequently a provider finds the management of their Direct account is best facilitated by assigning a delegate(s) to review and “triage” the received messages. A delegate(s) can easily be set-up using the process below.

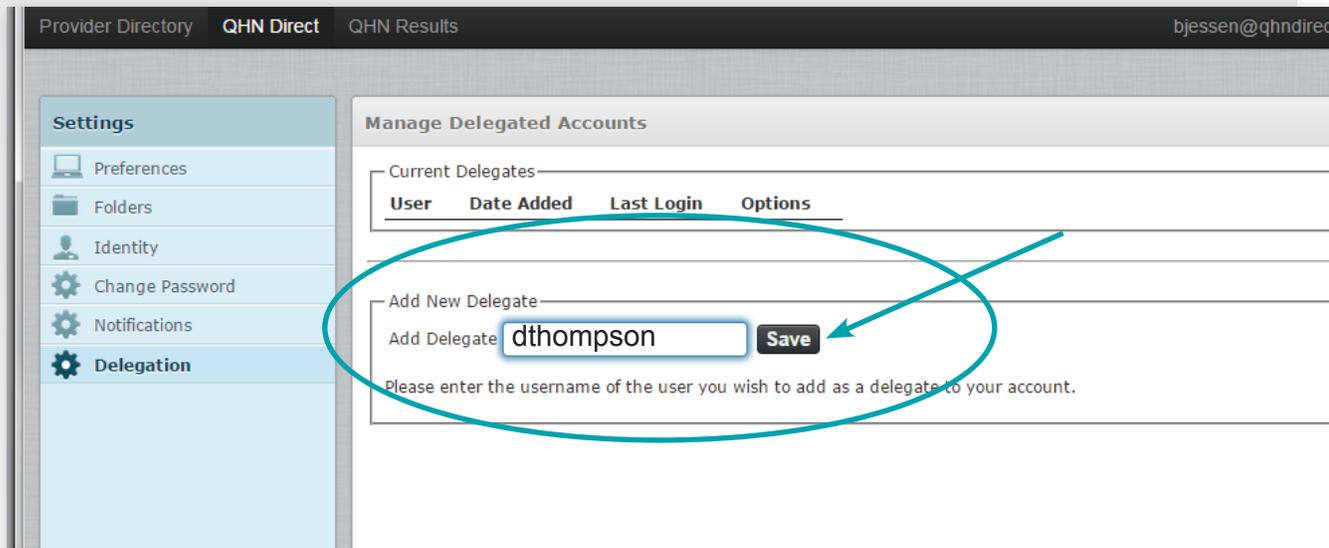
Please remember to keep your delegate(s) current, by revoking and reassigning delegate duties as staff transitions in your organization.

- Login to your QHN Direct secure email account.
- Locate the “gear” in the lower left corner.
- Click in it, then select **Manage folders**.
- The folders window will open, select **Delegation**.



Designating a Direct Delegate

- Go to the **Add New Delegate** section.
- Type in the username, (this must be the User ID used when the individual is logging into QHN Direct).
- Click **Save**.



Provider Directory **QHN Direct** QHN Results bjessen@qhndirect

Settings

- Preferences
- Folders
- Identity
- Change Password
- Notifications
- Delegation**

Manage Delegated Accounts

Current Delegates

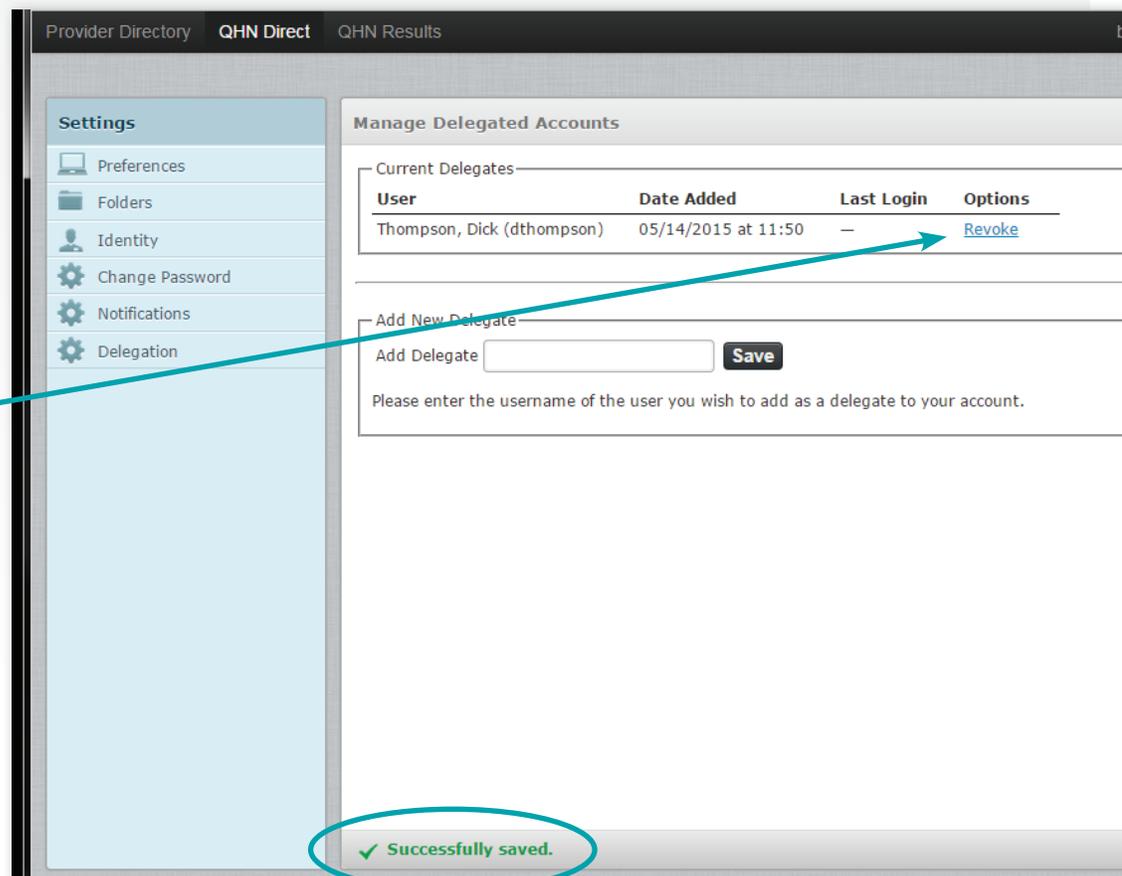
User	Date Added	Last Login	Options

Add New Delegate

Add Delegate **Save**

Please enter the username of the user you wish to add as a delegate to your account.

- A message will appear at the bottom of the window to notify you the delegate has been **Successfully saved**.
- To revoke the delegates privilege simply click **Revoke**.



Provider Directory **QHN Direct** QHN Results

Settings

- Preferences
- Folders
- Identity
- Change Password
- Notifications
- Delegation

Manage Delegated Accounts

Current Delegates

User	Date Added	Last Login	Options
Thompson, Dick (dthompson)	05/14/2015 at 11:50	—	Revoke

Add New Delegate

Add Delegate **Save**

Please enter the username of the user you wish to add as a delegate to your account.

✓ **Successfully saved.**