



Medical Records Access for Administrators

Step 1: Check your email for registration link

Medical record access has been enabled for your company.
You have been sent a sign-up email.

Step 2: Set-up your unique security pin

Your pin needs to be between 4-6 digits.

Please Note: The first person requesting access for your company will automatically become the Medical Record Administrator.
(This can be changed or delegated after the initial request has been approved).

No Access

In order to view medical records, approval is needed.
Please use the form below to submit a request.

Create a Pin:
This will be used to access medical records

Confirm Pin:

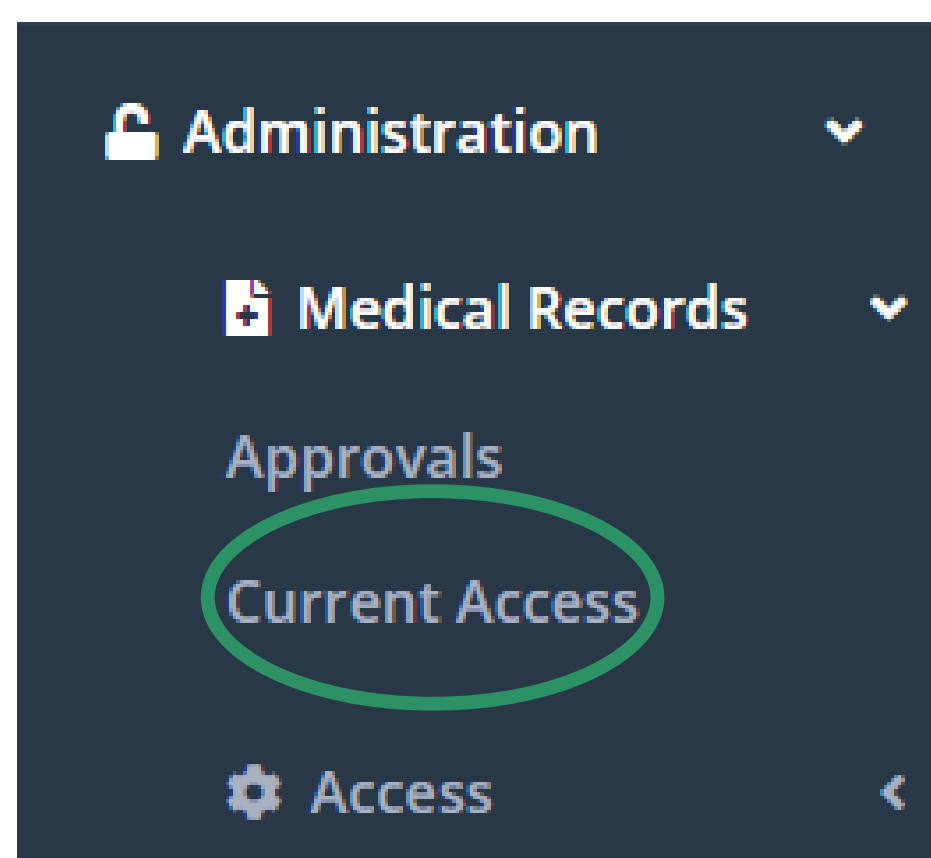
Select Company Access:

Medical Record Administrator:
 Yes, I am the Medical Record Administrator
[What is a Medical Record Administrator?](#)

Granting medical record access to other users

Follow the directions below to grant medical record access to your team members.

From the left menu select:
Administration → Medical Records → Current Access.



Click here to grant medical record access to additional users



Select existing pod user(s) and press send.
This will send them an email registration link instructing them to create a security pin.

A dialog box titled "Medical Records" with a green cross icon. It contains a list of users with a checkbox next to "John Lowe" and "Last Request Sent On: 12/23/2019". Below the list, there is explanatory text and two buttons: "Close" and "Send".

Approving medical records access for other users

Follow the directions below to approve a team members access to medical records.

A dark sidebar with menu items: "Administration", "Medical Records", "Approvals", "Current Access", and "Access". The "Approvals" item is circled in green.



Medical Records Administration
Medical Record Access Approvals

	Name	Submitted On	Client
Review	Bill Smith	12/23/2019	Daisy Corp



A dialog box titled "Access Review" with a purple cross icon. It contains a dropdown menu with "Please Select" and two buttons: "Close" and "Submit".


Viewing Medical Records


There are several places you can download your employees and/or candidates medical records within pod!

Employee Roster


    	Barajas	Favian	9/14/2020	favian.barajas@daisycorp.com	(989) 322-4881	Daisy Corp
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Employee Profile

 **Pre-Employment Drug Screen**
10/7/2019 11:00 AM

 **Medical Records**

Performed
Complete

 **Academic Healthcare**
NY Inst. Of Tech. Campus
Old Westbury, NY 11568







Service Details

Favian Barajas **Performed** Other Services for Favian

Service Status: Complete	Disclosure Date: 10/7/2019
Service Date: 10/7/2019	Last Updated: 10/14/2019@5:43 PM
Protocol: Pre-Employment Drug Screen	Last Updated By: Jaclyn Rose
Performed Procedures: 2/2	Medical Records: View Records
Procedures: 2/2	
Results:	
Facility: Academic Healthcare Old Westbury, NY	
Completed:	

Awaiting Reg. To Be Scheduled Upcoming Visit Pending Results In Review

Cleared Services

	10/1/2019	Nixon	Shaun	Annual Physical Exam	12/16/2019	Daisy Corp	
	10/7/2019	Barajas	Favian	Pre-Employment Drug Screen	12/16/2019	Daisy Corp	
	10/10/2019	Lindgren	Lucia	Pre-Placement Exam	11/18/2019	Daisy Corp	

Downloading Records

Your unique pin is required to access records.

