

NORTHCARE NETWORK

POLICY TITLE: Provider Registration and Permissions - Elmer	CATEGORY: Provider Network Management	
EFFECTIVE DATE: 10/12/16	BOARD APPROVAL DATE: 10/12/16	
REVIEW DATE: 12/29/25	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
RESPONSIBLE PARTY: Network Management	CEO APPROVAL DATE: 1/20/26 Megan Rooney, CEO	

APPLIES TO

NorthCare Network Personnel
Network Providers

POLICY

NorthCare Network requires appropriate approval and training (Elmer and security) prior to registration and assignment of Login ID and temporary password for access to the Elmer (Electronic Health and Billing Record) system and ancillary modules.

PURPOSE

To ensure providers and provider staff are adequately trained and understand privacy and security requirements when accessing NorthCare electronic health, billing and ancillary modules. And to ensure only appropriate staff are granted access.

DEFINITIONS

1. Elmer – NorthCare Network’s clinical practice management system name; acronym derived from “ElectronicMedicalRecord”.

REFERENCES

- NorthCare Network Confidentiality and Use Agreement
- NorthCare Network Request for Elmer Registration and Access Form

HISTORY

NEW POLICY 10/12/16

REVIEW DATE: 8/11/17, 5/24/18, 3/18/19, 1/8/20, 11/30/20, 9/22/21, 7/6/22, 5/8/23, 2/16/24, 12/4/24, 12/29/25

REVISION DATE: 5/24/18, 3/18/19

CEO APPROVAL DATE: 9/12/17, 7/3/18, 4/1/19, 2/4/20, 12/1/20, 10/5/21, 7/12/22, 6/5/23, 3/5/24, 12/10/24, 1/20/26

BOARD APPROVAL DATE: 10/12/16

PROCEDURES

Procedures are outlined on the *Request for Elmer Registration and Access Form*.