

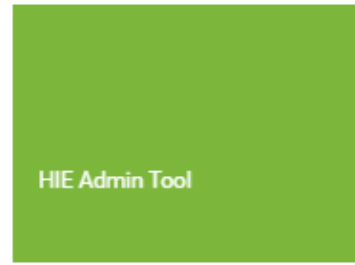
HIE ADMIN 90-DAY AUDIT TIP SHEET



HIE users must be verified every 90 days to maintain their access. Follow these steps to ensure appropriate users remain active in the system.

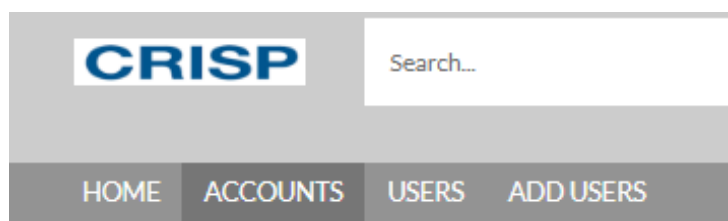
01

Log into the portal and select HIE Admin Tool.



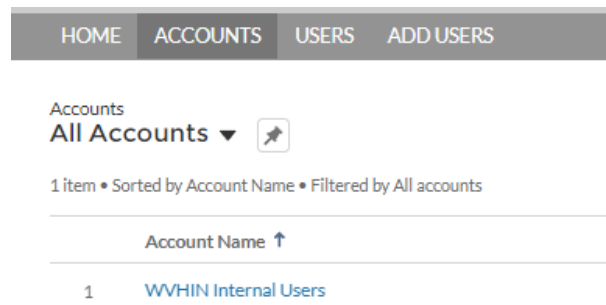
02

Use the “Accounts” tab to select and audit users for that specific account.



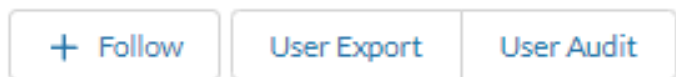
03

Select the account that requires the 90-day audit.



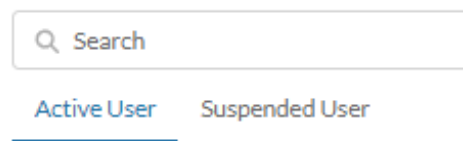
04

Select “User Audit” in the top right corner of the screen.



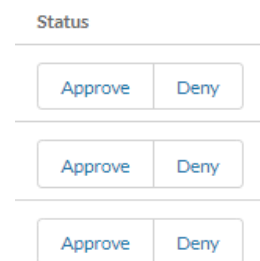
05

Be sure to audit BOTH the “Active Users” and “Suspended Users” tabs when completing your audits.



06

Select “Approve” next to users who should continue to have access to the WVHIN, and “Deny” if you want to deactivate a user’s access.



07

If all users should be approved, you can select “Approve Current Page” to approve all users at once.



08

Once completed, confirm via the “Complete Audit” button.



- Please note this is a rolling 90 days from your last audit.
- If you have multiple accounts under the “Accounts” tab, you need to complete the audit for each account separately.
- Two or more HIE Admins are recommended per site.
- You can complete the audit BEFORE the 90-day deadline.
- HIE Admins should be sure to audit themselves to avoid account suspension. Should your HIE Admin account(s) become suspended, please contact WVHIN Support at 1-844-468-5755 to be reactivated.
- Remember that users in suspended status for 90 days will be deactivated.
- Deactivated users DO NOT show up on your audit list. If a user has been deactivated, but needs to regain access, follow the steps to create a new user.

Visit www.wvhin.org for additional information.