SECURITY & IT

BUSINESS MODEL SOFTWARE TRAINING

HealthTrust SOFTWARE

Security & IT: Recommended Training Course Agenda

Course Purpose: We recommend using the following training outline to ensure that training participants receive clear instructions on how to perform the security and IT functions in the system. The sequence of courses can be changed based on training needs; however, the content of each course should remain as stated.

Recommended Course Attendees: Management, IT, HR

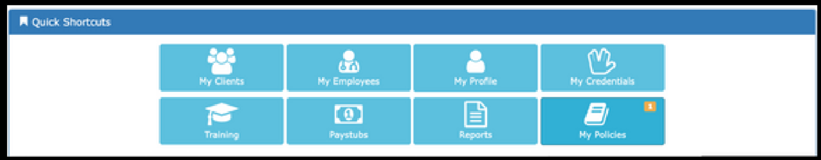
Estimated Duration: 50 minutes - 1 hour

TOPIC	DESCRIPTION	
Policy Updates	How to update and change policies in the system	10 Minutes
Technical Specifications	Learn the recommended technical specifications for devices used to run the software	5 Minutes
Reset a Password	How to reset a user's password	10 Minutes
Audit Logs	How to view audit logs for the system	5 Minutes
Security Groups	How to change system access for security groups	20 Minutes

Policy Updates

1 Go to 'Quick Shortcuts'

- On your home page, scroll to the bottom of the page to the 'Quick Shortcuts' section.



2 Click 'My Policies"

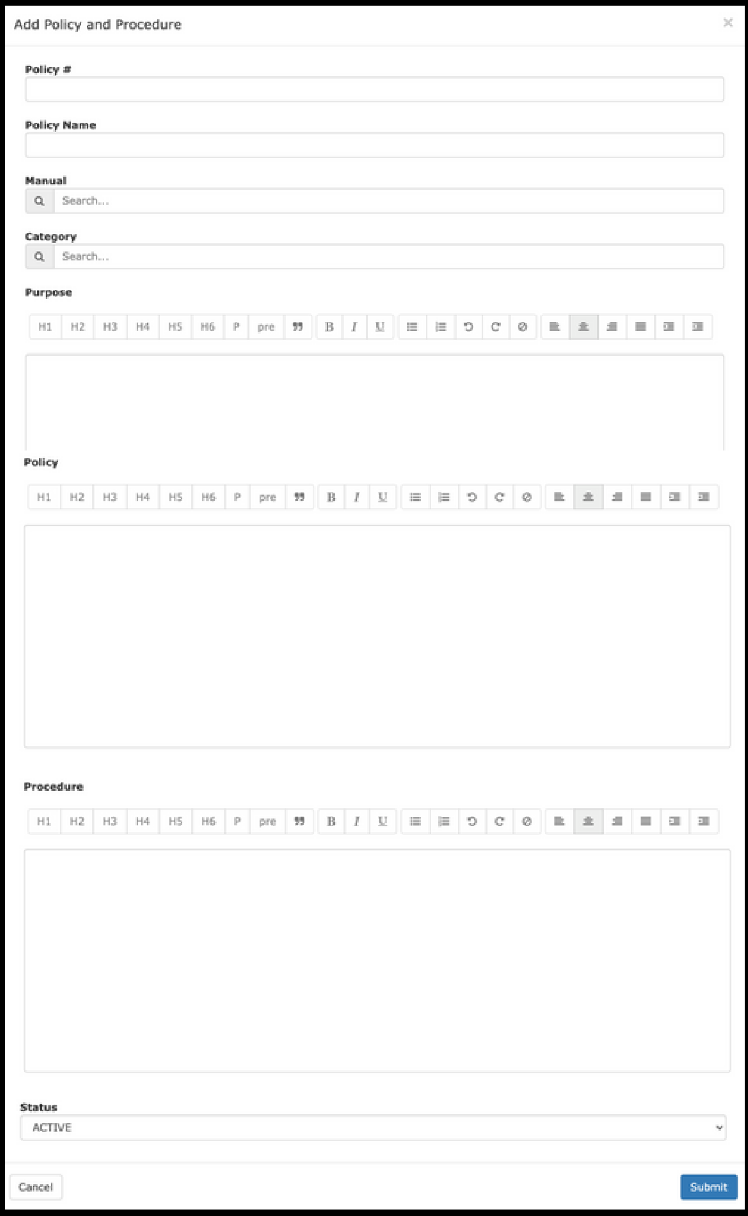
- In the Quick Shortcuts section, choose the 'My Policies' option.

3 Add a New Policy

- When the 'Policies and Procedures' page opens, click on the '+' sign to the far right of the search bar.

4 Input the Policy Information

- When the 'Add Policy and Procedure' form opens, complete the required fields with the Policy information.
- Choose the Status of the policy at the bottom drop down.
- Don't forget to click 'Submit.'



Technical Specifications

The GoodLooking Company **recommends** that clients follow the below specifications:

Desktop Computer/Laptops

- Operating System - Windows 10 Home or Professional editions, or Apple OS X 10.13.x
- Processor - quad core 2.4 GHz+ (7th+ Gen i5 or i7 series Intel processor or AMD equivalent)
- RAM - 8 GB DDR4
- Hard Drive - 256 GB or larger solid state hard drive

Tablet

Apple iPad (5th generation) with WiFi + Cellular - 32 GB, or comparable tablet

- Operating System - Windows 10 Home or Professional editions, or Apple OS X 10.13.x
- Operating System - iOS 11+, or comparable Android operating system
- Processor - dual-core 1.8 GHz Apple A9 processor (go for higher than dual-core if possible, and definitely if not an Apple iPad)
- RAM - 2GB
- Internal storage - 32 GB
- Internet - LTE, Wi-Fi

The **minimum** specifications are as follows:

Desktop Computer/Laptops

- Operating System - Windows 10 Home or Professional editions, or Apple OS X 10.12.x
- Processor - dual core 2.4 GHz (i3 series Intel processor or AMD equivalent)
- RAM - 4 GB 1600 MHz DDR3
- Hard Drive - 320 GB 5400 RPM hard drive

Tablet

Samsung Galaxy Tab E, or comparable tablet

- Operating System - Android Marshmallow (v7.1.x+), or comparable Apple operating system
- Processor - 1.3GHz quad-core
- RAM - 1.5 GB
- Internal storage - 16 GB
- Expandable storage - Up to 128 GB
- Internet - LTE, Wi-Fi

The GoodLooking Company recommends that clients follow the below specifications when purchasing mobile devices to run our *APP Platform:*

Smartphones

- Mobile operating system - Apple: iOS 11.2, or Android Oreo 8.1, or comparable operating system
- Screen size - 5 inch screen (130 mm) or larger
- Screen resolution - 1920 × 1080 px resolution (441 ppi) or greater

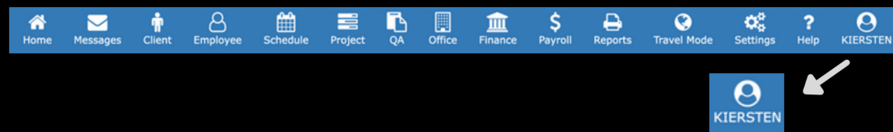
Additional specifications that apply to all computer and device types:

- Recommended Internet speed: 10mbps+
- Recommended browse online: Google Chrome (Latest Version)
- Recommended browser offline Point of Care: Internet Explorer (Latest Version)

Reset a Password

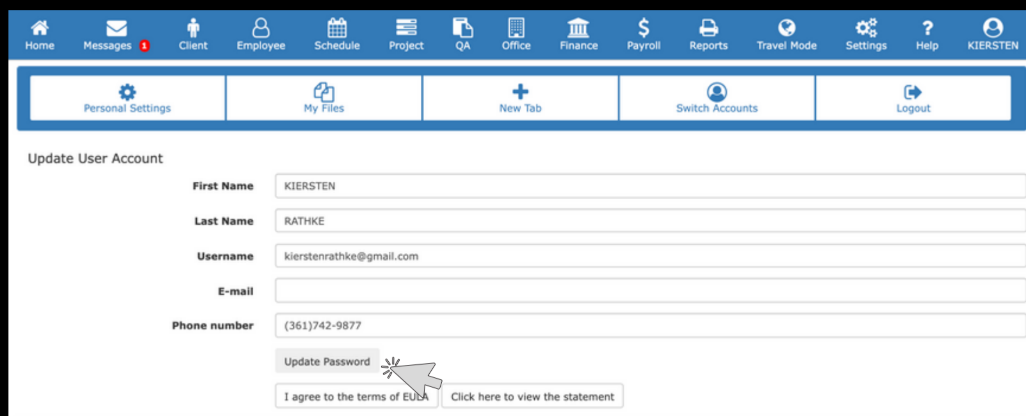
1 Go to 'Your Name' Tab

- On your home page, click the tab with your name at the top tool bar on the far right



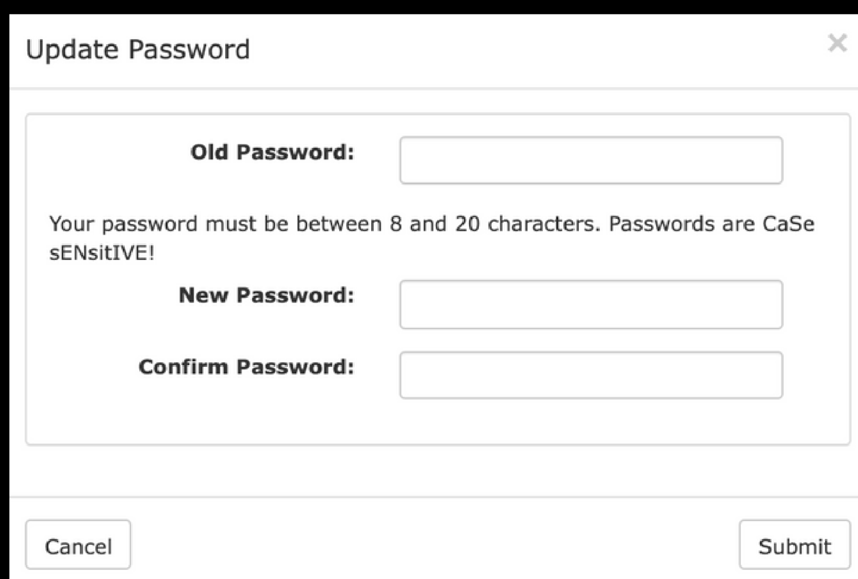
2 Update Password

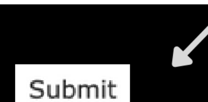
- On the Update User account page, click on the "Update Password" button. A form will open.



3 Create New Password

- In the form, type in your current password along with the new password you would like to update it to.
- Make sure to keep in mind the character count requirements and case sensitivity.
- Don't forget to click submit





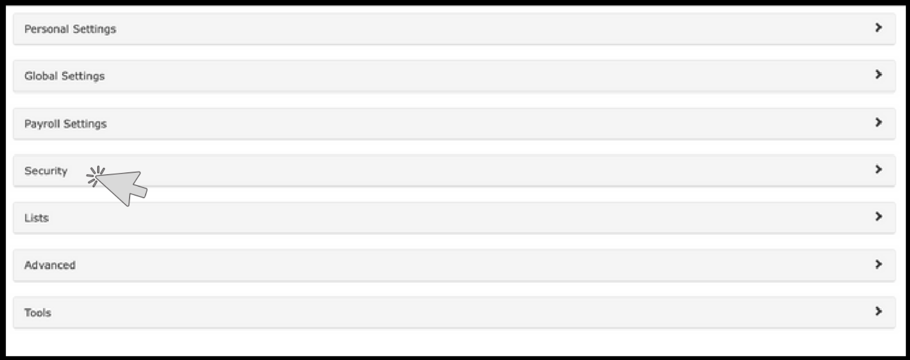
Audit Logs

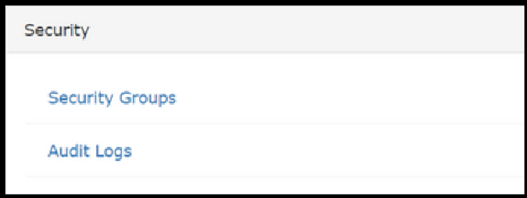
1 Go to 'Settings' Tab

- On your home page, click the 'Settings' tab at the top tool bar.

2 Security → Audit Logs

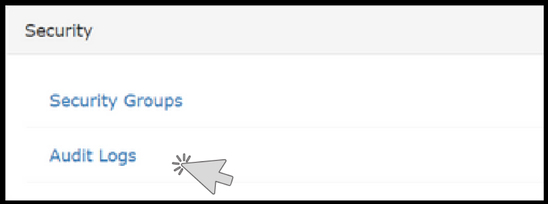
- Click 'Security' in the list so a drop down opens.
- Click the 'Audit Logs' option.

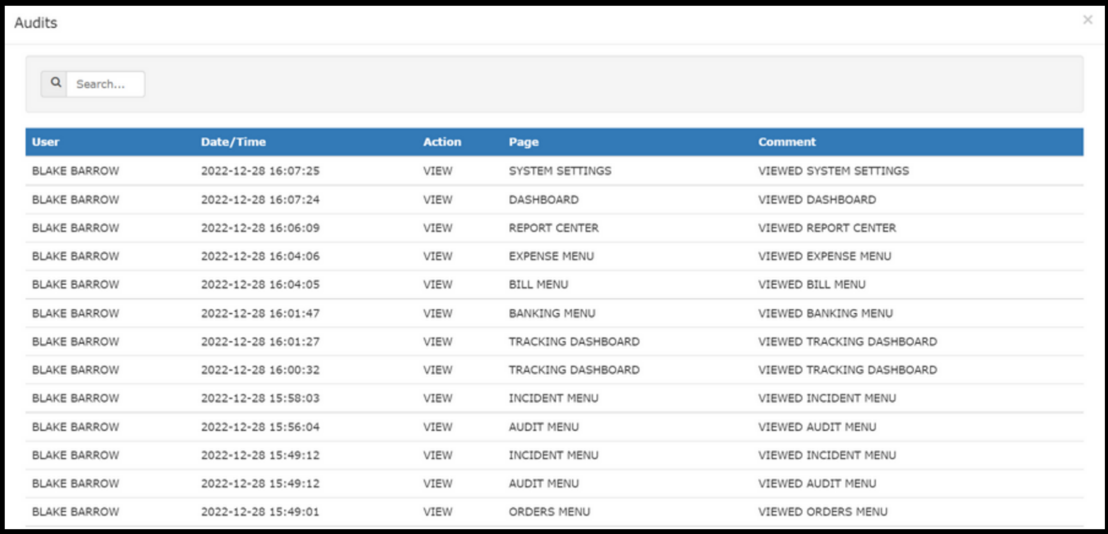




3 Select Audit Logs

- Select 'Audit Logs'
- Use the search bar to search for the system logs of specific employees.




Audits

Search...

User	Date/Time	Action	Page	Comment
BLAKE BARROW	2022-12-28 16:07:25	VIEW	SYSTEM SETTINGS	VIEWED SYSTEM SETTINGS
BLAKE BARROW	2022-12-28 16:07:24	VIEW	DASHBOARD	VIEWED DASHBOARD
BLAKE BARROW	2022-12-28 16:06:09	VIEW	REPORT CENTER	VIEWED REPORT CENTER
BLAKE BARROW	2022-12-28 16:04:06	VIEW	EXPENSE MENU	VIEWED EXPENSE MENU
BLAKE BARROW	2022-12-28 16:04:05	VIEW	BILL MENU	VIEWED BILL MENU
BLAKE BARROW	2022-12-28 16:01:47	VIEW	BANKING MENU	VIEWED BANKING MENU
BLAKE BARROW	2022-12-28 16:01:27	VIEW	TRACKING DASHBOARD	VIEWED TRACKING DASHBOARD
BLAKE BARROW	2022-12-28 16:00:32	VIEW	TRACKING DASHBOARD	VIEWED TRACKING DASHBOARD
BLAKE BARROW	2022-12-28 15:58:03	VIEW	INCIDENT MENU	VIEWED INCIDENT MENU
BLAKE BARROW	2022-12-28 15:56:04	VIEW	AUDIT MENU	VIEWED AUDIT MENU
BLAKE BARROW	2022-12-28 15:49:12	VIEW	INCIDENT MENU	VIEWED INCIDENT MENU
BLAKE BARROW	2022-12-28 15:49:12	VIEW	AUDIT MENU	VIEWED AUDIT MENU
BLAKE BARROW	2022-12-28 15:49:01	VIEW	ORDERS MENU	VIEWED ORDERS MENU

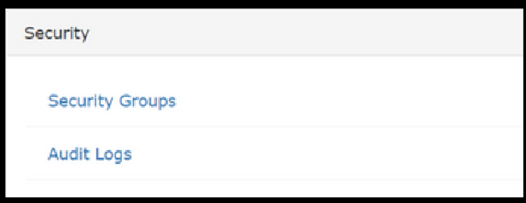
How to Add a Security Group

1 **Go to 'Settings' Tab**

- On your home page, click the 'Settings' tab at the top tool bar.

2 **Security ⟶ Security Groups**

- Click 'Security' in the list so a drop down opens.
- Click the 'Security Groups' option.



3 **Select Security Groups**

- Select 'Security Groups'
- A list of all current security groups will appear.

4 **Add a Security Group**

- Click the '+' icon on the far right to the search bar.
- A form page will open up.

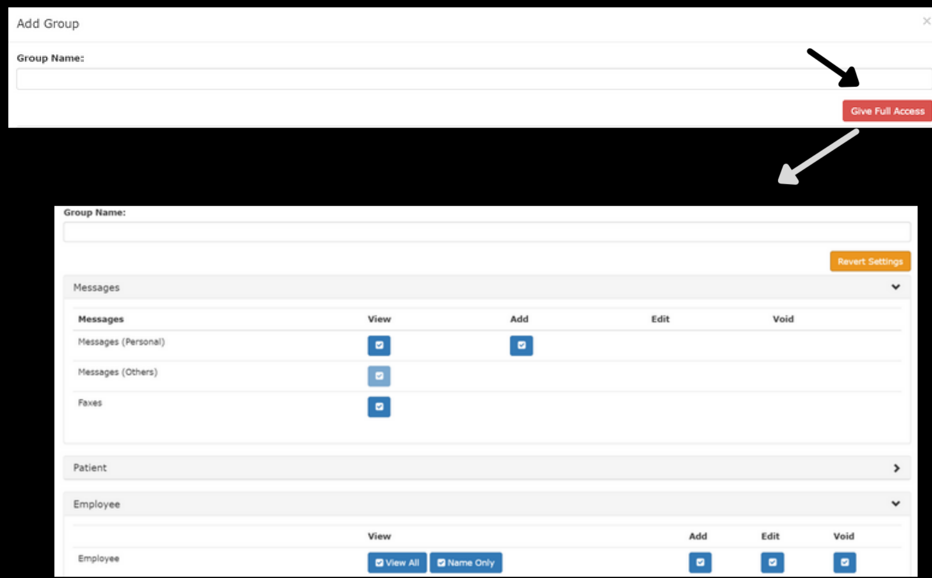
How to Add a Security Group Continued

5 Name the Security Group

- Use the 'Group Name' text box to type in the name of the new security group.

6 Give Full Access (optional)

- If you would like members of the new Security Group to have access to every part of the software, select the red 'Give Full Access' button below the 'Group Name' text box.
- Selecting the 'Give Full Access' button will automatically check all boxes in all of the sections below, ex. 'Patient', Quality'.
- Once the 'Give Full Access' button has been selected, the button will turn into the 'Revert Settings' button. Selecting the 'Revert Settings' will uncheck all boxes in the sections below.



7 Give Access by Section

- You may limit what information members of this Security Group can and cannot view, edit, or access.
- Each section has columns for 'View', 'Add', 'Edit', and 'Void'.
- Selecting the 'View' checkbox for any item will allow Security Group members to view that information in the software.
- Selecting the 'Add' checkbox for any item will allow Security Group members to add that information into the system. Example: Patients, Employees.
- Selecting the 'Edit' button for any item will allow Security Group members to edit and make changes to that information in the software.
- Selecting the 'Void' button for any item will allow Security Group members to void that information in the software. Voided information is not visible in the software.
- Once you have selected all of the desired checkboxes, select the 'Submit' button at the bottom right.