

## MACSIS ACCOUNT REQUEST

**Instructions:** This form must be used to open, close, or otherwise modify a MACSIS (Diamond 725) on-line account. Please note that without proper authentication and required signatures, no account may be altered or established.

This form should be returned to the Ohio Department of Mental Health C/O MACSIS Account Coordinator, Suite 1010, 30 East Broad Street, Columbus, Ohio 43266-0414. You may submit via Fax to 614-752-6474.

Please note there are 4 Diamond Environments (see description on back). **A separate form is required for opening an account in each Environment.** It is especially important that there be clear definition of the needed access rights for each.

The Board/Consortium MACSIS Administrator (or appointing authority) will be notified when this account request has been completed.

**Please print all information except legal signatures.**

Board/Office	Today's Date
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Complete the information below for the person who will be using this account:

Last Name	First Name	Middle Initial <b>(required)</b>	
Telephone No. (     )	Extension (if applicable)	Fax No. (     )	Existing Logon (if applicable)
Job Title		E-Mail Address	

Environment <input type="checkbox"/> Production <input type="checkbox"/> Test <input type="checkbox"/> Demo <input type="checkbox"/> Training	Action Requested <input type="checkbox"/> Create New Account <input type="checkbox"/> Remove Existing Account <input type="checkbox"/> Modify Existing Account <input type="checkbox"/> Recover Lost Password
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**Access Key:**    0 = No Access    2 = Read/Write  
                       1 = Read only      3 = Read/Write/Delete

Security Group	No.	Access	Security Group	No.	Access	Keyword	Access
System Administration	00		Claims Supervisor	40			
System Administration Shared	01		Claims Processing	45			
MOM/Board RO	02		Authorizations Supervisor	50			
MOM	10		Authorizations	55			
MOM/Board Shared	15		A/P Supervisor	60			
Feedback	17		A/P	65			
Shared (boards & state)	18		Capitation Supervisor	70			
Board System Administrator	20		Capitation	75			
General Supervisor	21		Customer Services Supervisor	80			
Pricing	25		Customer Services	85			
Membership Supervisor	30		Available to All	99			
Member Enrollment/Maint.	35						

Signature of New Account User	Date
Signature of Authorizing Responsibility (i.e., executive office, MACSIS project coordinator)	Date

### For Ohio Department of Mental Health Use Only

Date Received	Logon	Password	Initials	Security Code
Date Completed	Processor			

# MACSIS ACCOUNT REQUEST

## General Background Information

### Environments:

There are currently 4 Diamond 725 Environments being used in the MACSIS project: PRODUCTION, TEST, DEMO, and TRAINING. Individuals may have accounts in some or all, typically with different "access rights" or functionality in each.

### PRODUCTION

This is completely reserved for real business operations. All accounts must be assigned specific Security Group privileges. The general guidelines suggest that only "live" Board/Consortium will be enabled for this area, that access authority shall be narrowly defined, and in particular, delete authority will be severely limited.

### TEST

This is a serious evaluation area where new definitions, system upgrades, and the like are evaluated for coherency and fit with PRODUCTION functionality. The TEST Environment will be maintained as a duplicate of PRODUCTION except that Boards/Consortium which are about to "go live" will be enabled for test/evaluation to work in this area. It is recommended that TEST accounts include Security Group definition though it is imaginable that read-write and read-write-delete be more available here than in PRODUCTION. It is possible to request a rather general READ ONLY access if you are not yet close to "go live" and would benefit from being able to review a more "real data area."

### DEMO

The material in this Environment is refreshed from PRODUCTION on a (yet to be determined) scheduled basis. There will be real or realistic definition and structure but our intent is to reduce or eliminate direct client identifying information.

DEMO is provided for much more wide open exploration and testing. It is not planned at this time to include Security Group definition on these accounts. In general all accounts will have complete access including read-write-delete. Access should still be limited to staff with real identifiable need to be involved with client related material.

### TRAINING

This is the sample distribution dataset provided by HSD with the Diamond 725 product. It no longer matches the MACSIS developments on a one-to-one basis but still provides an excellent tool to introduce the general concepts, especially to staff or individuals who have no business reason to be involved with real client related information.

There are a number of generic "user" accounts available for your use in this environment. Also, a specific person or "shared" account can be defined as well.