

Wadsworth Center Laboratory Information Management System (CLIMS)

Quick Start Guide – CLIMS Access

The CLIMS application is housed within the Health Commerce System (HCS) portal. An employee must have a valid HCS account before their HCS Coordinator can grant CLIMS access. Directions for obtaining a new HCS account can be found by clicking the “Sign Up Here” link on the [HCS login page](#).

At the following organizations, HCS Coordinators can grant access to CLIMS using the instructions provided in this Quick Start Guide.

- NYS CLEP Permitted Laboratories
- NYS County Health Departments
- NYS Licensed Nursing Homes

At other organizations, the ‘Request for Access to the Wadsworth Center Laboratory Information Management System’ form ([CLIMS Access Form DOH-4250](#)) must be completed and signed by both the new CLIMS user and the HCS Coordinator for the organization. The completed form can be e-mailed to clims@health.ny.gov or faxed to 518-474-8140.

Getting Started

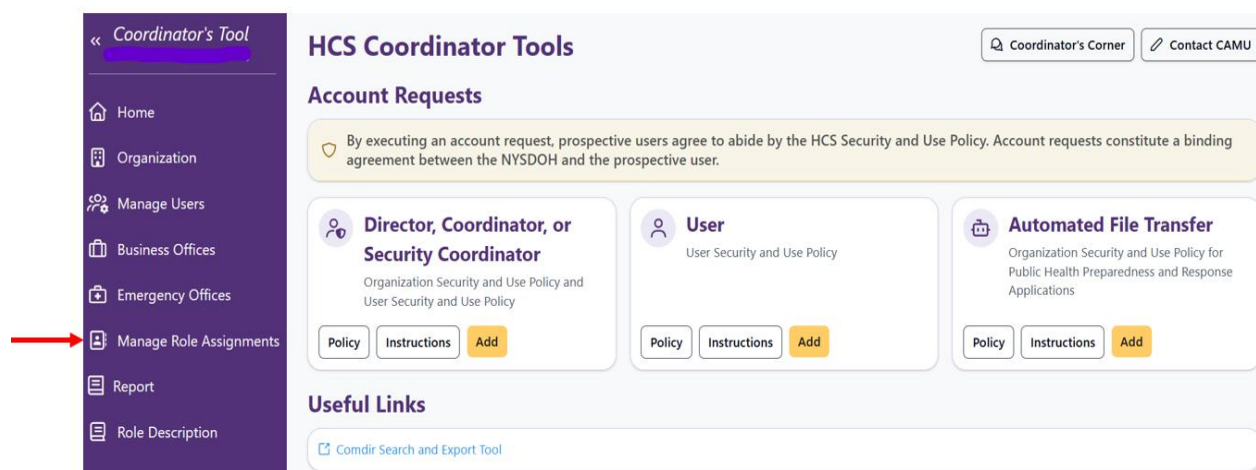
What do I need?

1. Health Commerce System (HCS) account with HCS Coordinator permissions at a NYS CLEP Permitted Laboratory, NYS County Health Department, or NYS Licensed Nursing Home.
2. Verify that the person to whom you want to assign the role has a valid HCS account.

Grant Employees Access to CLIMS

How do I assign employees to a role?

1. Login to your HCS account.
2. Open “Coordinator’s Update Tool” which is located under “My Applications” on the left side of your screen.
3. Select the “Manage Role Assignments” tab, and select your Organization, if needed.



- Find the appropriate Wadsworth role. To view the description of the role click the “Role Description” tab on the left. *NOTE: All Results Coordinator roles include Remote Order permissions. An individual can be assigned multiple roles, and multiple people can be assigned the same role.*
- In the “Search for a User” box, you can search for a user by their First Name, Last Name or HCS ID.

Contact Person Roles
Add or remove roles to and from people for the selected organization.

→ **Add Roles** Remove Roles

Select Role(s): * preview selected roles

Search for a user: →

You can search a user by their First Name, Last Name, or HCS ID

No users are selected yet.

Microbiologist

Transfusion Service Director

Wadsworth External Kit Order User

Wadsworth Lead/Toxic Metals Results Coordinator

→ Wadsworth Micro./Virol. Results Coordinator

→ Wadsworth Remote Order Entry

- Once you find the individual, select the “+Add’ button, then confirm the action.

Selected User(s):

→ + Add Clear

Confirmation

Are you sure you want to add the contact role(s) to the user(s)?

✓ Yes ✕ No

- To Remove a Role, select the “Remove Roles” tab, and select the Role which you would like to remove. A list of all users with that role will appear.

8. Select the check box next to the user(s) who you would like to remove, and then either select “- Remove” or select the trash can. Then confirm the action.

Step 2: Select Users *

Total 1 records << < 1 > >> 10 ▾

🔍 Search keyword

☒	Name ↑↓	Contact Information	Created ↑↓	Updated ↑↓	Action
☒	[REDACTED]	📞 518-4 [REDACTED] 📠 518-4 [REDACTED] ✉ [REDACTED]	09/01/2026	09/01/2026 10:01 AM by [REDACTED]	

— Remove Clear

Confirmation

Are you sure you want to remove the contact person role(s) from the user(s)?

✓ Yes

✗ No