

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” and select your facility, if needed.
3. Select the “Manage Role Assignments” tab.
4. Find the appropriate Wadsworth role (view the description of the role by clicking the name) and click “Modify” to change which users are assigned to the role.

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.

Coordinator's Update Tool

Main Page Location Manage People **Organizational Offices** **Manage Role Assignments** Reports Add a New Person

Form Name:
Role Assignments

Select a Role to Assign/Modify

Role Description	Person in Role?	Modify Role Assignments	Role Description	Person in Role?	Modify Role Assignments
Assistant Laboratory Director	DOH Assigned	Modify	BT Preparedness/Response Coordinator	No	Modify
Blood Bank Director	No	Modify	Blood Bank Manager/Administrator	No	Modify
Blood Collection Director	No	Modify	Blood Data Manager	No	Modify
Chemist	No	Modify	Countermeasure Data Management System (CDMS) Facility Administrator	No	Modify
Data Entry	Yes	Modify	Data Exchange Technical Point of Contact	No	Modify
Director, Laboratory	DOH Assigned	Modify	EDRS Facility Staff	No	Modify
EDRS Medical Certifier	No	Modify	Facility Cancer Reporting Submitter	No	Modify
HPN Coordinator	DOH Assigned	Modify	HPN Organizational Security Coordinator	DOH Assigned	Modify
Laboratory Manager/Administrator	No	Modify	Microbiologist	Yes	Modify
Transfusion Service Director	No	Modify	Wadsworth Lead/Toxic Metals Results Coordinator	No	Modify
Wadsworth Micro/Viral Results Coordinator	Yes	Modify	Wadsworth Remote Order Entry	Yes	Modify

5. Look for the new employee starting in the second section where current HCS users can be found.

NOTE: Before assigning the role, make sure the user id next to the name is not "na."

a. If you find the employee here, select the box next to the employee's name and click "Add Role Assignment."

Role Assignments
Choose from the options below to select a person for *Wadsworth Micro. Viro. Results Coordinator* at *O12 PROD Internal Test for CLEP TEST DUMMY*

1) Users already assigned to this role. To remove one or more users from this role, check the checkbox next to their name and click Remove Role Assignments.

Johnson, Amy - aj27839	<input type="checkbox"/>
	<input type="checkbox"/>
Remove Role Assignments	

-- OR --

2) Click on the check boxes next to the names of the persons you wish to assign to this role, then click on the Add Role Assignments button to add them. This list contains individuals already entered in the Communications Directory and associated, or hold roles, with your organization.

Jones, Amanda - aj93789	<input type="checkbox"/>
Add Role Assignments	

-- OR --

3) If user does not appear in your Manage People List, and you know this user has an HCS ID, then search by user's last name or first few letters of the last name only. This searches all the active users. Click Submit. Scroll down the results on next page to find the person and their user ID. Select the user and click Add Role Assignment.

Search for Person(s) by Name:

-- OR --

4) Return to the list of roles. [Back to Role Assignments](#)

5.a

5.b

b. If you can't locate your new employee in the second section, use the search box in the third section to search for them. Select the correct employee and click "Add Role Assignment."

1) Below is a list of users with a last name like: **Test, Test**. Scroll down the list of names to locate the user with a valid user ID you wish to assign to this role. Click the Add Role Assignments button. This list contains all users of the Health Commerce System. (Use Ctrl+left click for multiple selections or to unselect.)

Test test test. Test test test. Test test test - 0512464 - Z. Test Hospital (PFI)
Test test test. Test test test. Test test test - dup11 - NYSDOM ISMSG

[Add Role Assignment](#)

If you would like to return to the previous page, click on [GO BACK](#).

-- OR --

2) If you did not find the user, then the user does not have an HCS ID or has a different last name. [Click here](#) to find a user by email, or other search criteria to confirm they have a valid HCS ID.

3) If you still did not find the user, then you can request for an account by clicking on [Request HCS Account](#)

-- OR --

4) Return to the list of roles. [Back to Role Assignments](#)