HCS Coordinators at the following organizations can grant access to CLIMS using the instructions below.

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

HCS Coordinators at other organizations must complete the ‘Request for Access to the Wadsworth Center Laboratory Information Management System’ form: [https://www.wadsworth.org/sites/default/files/WebDoc/clims_hpn_access_formV2_1.pdf](https://www.wadsworth.org/sites/default/files/WebDoc/clims_hpn_access_formV2_1.pdf).

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.”
3. Choose your facility.
4. Select the “Manage Role Assignments” tab.
5. 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.
6. Look for the new employee starting in the second section where current HCS users can be found.
   
   a. If you find the employee here, select the box next to the employee’s name and click “Add Role Assignment.”

   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.”

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