

# To Assign Roles in the Health Commerce System (HCS)

**\*\*\* To assign roles, you must be in the role of HPN/HCS Coordinator. \*\*\***  
**DOH assigns this role to the Director upon initiation of new facility activation to HCS.**

1. Log into the HCS Portal at: [https://commerce.health.state.ny.us/public/hcs\\_login.html](https://commerce.health.state.ny.us/public/hcs_login.html)

HCS Login

User ID

Password

The sharing of user accounts is strictly forbidden. Repeat offenses may result in the permanent removal of your account.

Sign In

Forgot your password? Forgot your user ID?

Or sign up for an account:  
Lic. Med. Prof. All Others

2. Click on **Coordinator's Update Tool** in the left column "My Applications" as seen below and choose your organization.

NEW YORK STATE Health Commerce System

Welcome Julia G Richards

Search

My Applications

- Account Info
- Acronyms & Abbreviations
- Application Access
- Bulk Messaging Tool
- ComDir Bulk Messaging Tool
- ComDir List Creation Utility
- ComDir Org Member List
- ComDir Role Lookup Tool
- Content Submission Tool
- Coord Account Tools - HCS
- Coord Account Tools - LHD
- Coord Account Tools - PCC
- Coordinator's Update Tool**
- County Survey

## Coordinator's Update Tool

### Main Menu

Please select an organization for which you are a coordinator

- Z Test D&TC (OpCert) -DATC (opcert)
- Z TEST D&TC (PFI) -DATC (pfi)
- Z TEST D&TC EXTENSION CLINIC -DATC (ext clinic)

Select

3. Click on the tab “Manage Role Assignments” ... and while you’re on this screen, make sure your contact information is correct.

**Coordinator's Update Tool**

[Manage People](#)
[Organizational Offices](#)
[Manage Role Assignments](#)
[Reports](#)
[Add a New Person](#)
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**Form Name:**  
Location Information for Z Test D&TC (OpCert)

Primary ID: 9999999	Secondary ID:	Org Type: DATC (opcert)
Name	Z Test D&TC (OpCert)	
*Addr. Line 1	800 North Pearl Street	
Addr. Line 2		
*Town or City	Albany	Albany County Albany Allegany
*State or Province	NY	*Country USA
Postal Code	12204	
Phone	518-408-3093	Fax
Changed On	Jan 9 2017	Changed By jgr01 * required field(s)

4. Click “Modify” next to the role you wish to assign as shown in screen shot below.

For ePOC roles (Electronic Plan of Corrections) in Diagnostic and Treatment Clinics, please assign the following roles:

- Administrator      Submit                      - POC Editor                      Edit
- Clinical Manager    Submit                      - Medical Director                View
- Director, Nursing    Submit                      - Governing Body/Member      view

Important: Please review the name of the person who you expect to see assigned to a role. It should display the person’s name followed by a dash and their HCS user account. (If it shows “no user account” or an “na”, ePOC will not work for that person). If you see that the person’s name is not displayed along with the user account, add the person to the role following step 5 below.

If the person is already assigned to a role with only a name and an “na” or no userid after their name, then remove them from the role assignment by using the checkbox, and clicking “Remove Role Assignment”. Again, the HPN/HCS Coordinator needs to add them using Step 5 below.

**Form Name:**  
Role Assignments

Select a Role to Assign/Modify  
for Z Test D&TC (OpCert)

Role Description	Person in Role?	Modify Role Assignments	Role Description	Person in Role?	Modify Role Assignments
<a href="#">24/7 Ebola Lead</a>	No	<a href="#">Modify</a>	<a href="#">Administrator</a>	No	<a href="#">Modify</a>
<a href="#">BT Coordinator</a>	No	<a href="#">Modify</a>	<a href="#">Chief Financial Officer</a>	No	<a href="#">Modify</a>
<a href="#">Clinical Manager</a>	No	<a href="#">Modify</a>	<a href="#">Director, Bio-medical Services</a>	No	<a href="#">Modify</a>
<a href="#">Director, Nursing</a>	No	<a href="#">Modify</a>	<a href="#">Director, Pharmacy</a>	No	<a href="#">Modify</a>
<a href="#">Emergency Response Coordinator</a>	No	<a href="#">Modify</a>	<a href="#">Governing Body, Chairman/President</a>	No	<a href="#">Modify</a>
<a href="#">Governing Body, Member</a>	No	<a href="#">Modify</a>	<a href="#">HPN Coordinator</a>	DOH Assigned	<a href="#">Modify</a>
<a href="#">HPN Organizational Security Coordinator</a>	DOH Assigned	<a href="#">Modify</a>	<a href="#">Infection Control Practitioner</a>	No	<a href="#">Modify</a>
<a href="#">Medical Director</a>	No	<a href="#">Modify</a>	<a href="#">NYPORTS Coordinator</a>	No	<a href="#">Modify</a>
<a href="#">Office Manager</a>	No	<a href="#">Modify</a>	<a href="#">Order Official Prescriptions</a>	No	<a href="#">Modify</a>

5. Once you click “Modify”, check the box next to each person you wish to assign to the role and click “Add Role Assignment. If you don’t see the person’s name, their primary organization is under another facility. You can search for them by Name. Look for a new with a userID, NOT one with an “na”, which means the person does not have an account. After you select the person’s name with a userID, click “Add Role Assignment”.