

New York State Cancer Registry
New York State Department of Health

How to Grant Designated Staff the Ability (Role) to Report Cancer Cases

Once a staff person has his/her own HCS account and User Id, physicians in the practice can grant the staff person the role of Physician Cancer Reporting under his/her HCS account using the following steps:

1. Log onto the Health Commerce System (HCS).
2. Click **Coordinator's Update Tool** in the **My Applications** box on the left side of the screen.
3. Choose the organization, and click **Select**.
 - The Coordinator's Update Tool opens.
4. Click **Manage Role Assignments**.
 - Find Physician Cancer Reporting under Role Description and click the **Modify** button in that row.
 - If there are users associated with your account/organization, go down to **3)** and check the box next to each individual you want to assign the role and click **Add Role Assignments**.

Note: If you cannot find the user's name, go to **4)** and search for the user using last name. Simply enter the name and click **Submit**. When a list appears, highlight the user's name and click **Add Role Assignments**.
 - A message appears indicating that you have successfully added the staff person to Physician Cancer Reporting.

If you have any questions or problems granting staff the role Physician Cancer Reporting, contact the Cancer Registry Physician Reporting Field Representative at 518-474-0971 for assistance.