

## Audit Manager User Permissions

	Access Level				
Features Each User Type Can Access	Super User	Admin	Expanded Auditor	Audit	Education
<b>Cost per license</b>	Yes	Yes	Yes	Yes	Free & unlimited
<b>User Management</b> <ul style="list-style-type: none"> <li>Add a new user</li> <li>Reset a user's password</li> <li>Deactivate a user</li> <li>Add providers as user to access Education Modules</li> </ul>	Yes	No	No	No	No
<b>Provider Management</b> <ul style="list-style-type: none"> <li>Add new provider/coder</li> <li>Edit Provider/Coder profile</li> <li>Term provider/Coders</li> <li>Add Practices (Provider) or Organizations (Coder)</li> </ul>	Yes	Yes	No	No	No
<b>Payer Management</b> <ul style="list-style-type: none"> <li>Add/delete/edit Payers</li> <li>Associate Fee Schedule to Payer</li> </ul>	Yes	Yes	No	No	No
<b>Create New Audit Guidelines</b> - the Audit Guidelines are settings templates that turn on/off auditing features and report features	Yes	Yes	No	No	No
<b>Customization</b> <ul style="list-style-type: none"> <li>Create/Edit Custom Fields</li> <li>Customize the Documentation Elements</li> <li>Create/Edit/Delete Procedure Checklists</li> <li>Create/Edit/Delete Chart Level Comments</li> <li>Create/Edit/Delete Key Findings &amp; Recommendations</li> <li>Add new specialties</li> <li>Create/Edit/Delete Sub-statuses</li> </ul>	Yes	Yes	No	No	No
<b>Manage Projects</b> <ul style="list-style-type: none"> <li>Create/Edit/Delete a project</li> <li>Edit the Audit Guidelines for a specific project</li> </ul>	Yes	Yes	Yes	No	No
<b>Add audits to Projects</b> <ul style="list-style-type: none"> <li>Add manual entry audits to a project</li> <li>Import/upload audit data to create audits</li> </ul>	Yes	Yes	Yes	No	No
<b>Perform Audits</b> <ul style="list-style-type: none"> <li>perform initial audits</li> <li>QA other auditors work (optional)</li> </ul>	Yes	Yes	Yes	Yes	No
<b>Managing Audits</b> <ul style="list-style-type: none"> <li>View All Audits in system</li> <li>Delete an audit</li> <li>Delete DOS/Encounter</li> <li>Move an audit to another provider or project</li> <li>Re-open a closed audit (Sent to Reports)</li> <li>Edit Audit Due Date</li> <li>Update sub-status</li> <li>Run a Provider/Coder Report that still in-progress but not assigned to the user</li> </ul>	Yes	Yes	No	No	No
<b>Assigning Pending Audits</b>	Yes	Yes	No	No	No
<b>Submit Missing Data Request</b>	Yes	Yes	Yes	Yes	No
<b>Manage Missing Data Workflow</b> <ul style="list-style-type: none"> <li>Update Status of Outreach</li> <li>Release Audit</li> </ul>	Yes	Yes	No	No	No
<b>View &amp; Release Pending Reports</b>	Yes	Yes	No	No	No
<b>Submit a substatus</b>	Yes	Yes	Yes	Yes	No
<b>Update substatuses</b>	Yes	Yes	No	No	No
<b>Access &amp; Download Standard Reports</b> <ul style="list-style-type: none"> <li>Individual Provider/Coder Reports</li> <li>Project Reports</li> <li>Out-of-box Custom Reports</li> </ul>	Optional	Optional	Optional	Optional	No
<b>Create &amp; Access Custom-build Reports</b>	Optional	Optional	No	No	No
<b>Record Management</b> <ul style="list-style-type: none"> <li>Upload Records</li> <li>Append Records to Audits</li> <li>Create Audits using Records</li> </ul>	Yes	Yes	No	No	No
<b>Manage Education Module</b> <ul style="list-style-type: none"> <li>Assign a module to a user</li> <li>Access when module is viewed</li> </ul>	Yes	Yes	No	No	No
<b>View Education Modules</b>	Yes	Yes	Yes	Yes	Yes