



Privacy and Security Features

Kroll™ Windows

January 2019

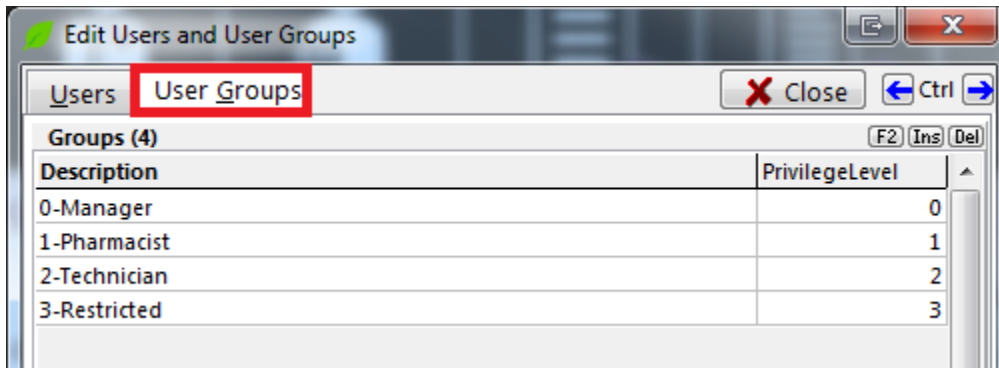
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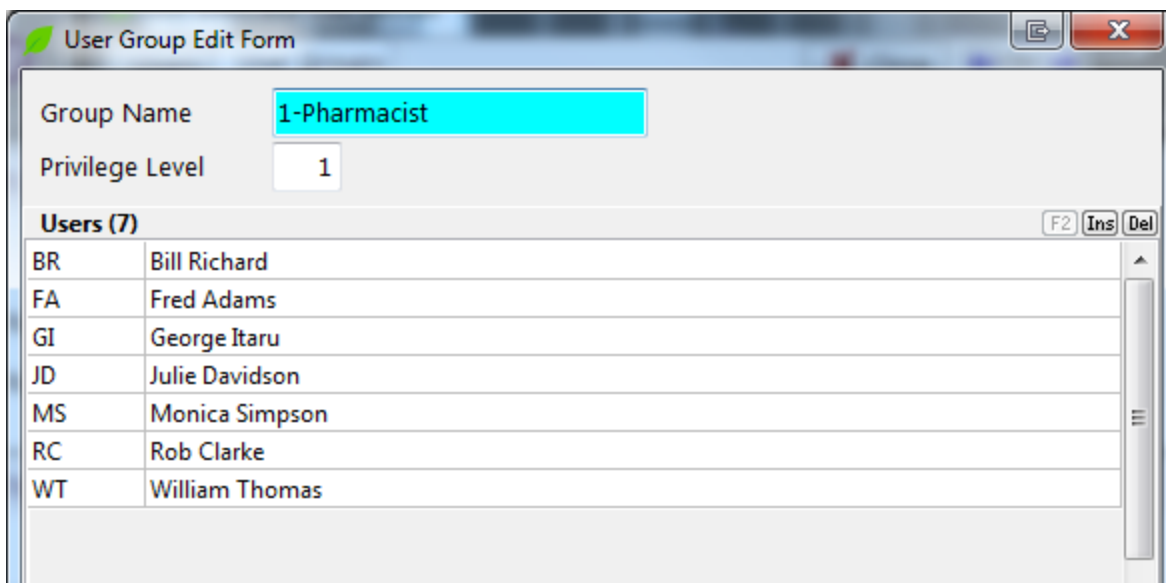
Privacy/Security Features in Kroll™

User Groups

1. From the Start Screen, select 'Edit / Users and Groups'.
2. Click on the 'User Groups' Tab.



3. Insert or edit a user group and assign a Privilege Level. A user that has the Change Users permission (see below) can only edit or create a user with an equal or more restricted (higher numbered) privilege number.
4. Users can then be assigned to this User Group. A user may belong to more than one group. If so, they will be granted any permission if that permission is enabled in any one of the groups they belong to.



A user can also be added to a user group when creating or editing an individual user record.

User Group Permissions

1. From the Start Screen, select 'File/Configuration/Permissions'.
2. Select the appropriate User Group.



Edit Permissions (User Group: Manager)

<input type="checkbox"/> View Clinical Info	<input type="checkbox"/> View Financial Reports	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Allow Viewing Rx Screen	<input type="checkbox"/> View Non-Financial Reports	<input type="checkbox"/> Change Plans
<input type="checkbox"/> View Patient	<input type="checkbox"/> Allow Running Reports for All Patients	<input type="checkbox"/> Change Pricing
<input type="checkbox"/> Allow Patient Changes	<input type="checkbox"/> View AR Information	<input type="checkbox"/> Change Master Lists
<input type="checkbox"/> View Doctor	<input type="checkbox"/> Add AR Charges	<input type="checkbox"/> Change Users
<input type="checkbox"/> Allow Doctor Changes	<input type="checkbox"/> Edit/Delete AR Charges	<input type="checkbox"/> Change Sig Codes
<input type="checkbox"/> View Drug/Mixture	<input type="checkbox"/> Add AR Payments	<input type="checkbox"/> Change Vendor List
<input type="checkbox"/> Allow Drug/Mixture Changes	<input type="checkbox"/> Edit/Delete AR Payments	<input type="checkbox"/> Change NH (Excluding Cycles)
<input type="checkbox"/> Allow Drug Base Changes	<input type="checkbox"/> Run AR Reports	<input type="checkbox"/> Change NH Cycles
<input type="checkbox"/> Allow Adding New Drugs/Packs	<input type="checkbox"/> View Credit Card Numbers	<input type="checkbox"/> Change Adjudication Config
<input type="checkbox"/> Allow Drug Price Changes	<input type="checkbox"/> Allow Credit Card Password Management	<input type="checkbox"/> Change Head Office Config
<input type="checkbox"/> Allow Drug Inventory Changes	<input type="checkbox"/> Allow Merges	<input type="checkbox"/> Change Store Config
<input type="checkbox"/> For Schedules requiring user login	<input type="checkbox"/> Allow Viewing History Records	<input type="checkbox"/> Change Services Config
<input type="checkbox"/> Allow Custom FDB Changes	<input type="checkbox"/> Allow Use Of Drug Update Utility	<input type="checkbox"/> Change Workflow Config
<input type="checkbox"/> Allow Creation of Purchase Orders	<input type="checkbox"/> Allow Manual Comm. Queue Changes	<input type="checkbox"/> Change Workstation Config
<input type="checkbox"/> Allow Receiving Purchase Orders with no Invoice	<input type="checkbox"/> Allow Bypass Or Postpone Verification Workflow Actions	<input type="checkbox"/> Change Central Fill Config
<input type="checkbox"/> Allow Database Maintenance	<input type="checkbox"/> View Deleted Faxes / Network Scans	<input type="checkbox"/> Change Province
<input type="checkbox"/> Apply Drug Inventory Counts	<input type="checkbox"/> Allow Permanent Deletion of Faxes / Network Scans	<input type="checkbox"/> Change User Permissions
<input type="checkbox"/> Allow Manually Mark as Scanned at POS	<input type="checkbox"/> Allow unlocking user accounts of lower privilege level	<input type="checkbox"/> Change Mail Distribution Lists
	<input type="checkbox"/> Run Updates	<input type="checkbox"/> Change Drug Programs
		<input type="checkbox"/> Change Hours Of Operation
		<input type="checkbox"/> Manager

The following permissions are related to Privacy/Security and when checked, users belonging to that group will be able to perform the action:

- View Patient
- Allow Patient changes
- Allow Running Reports for All Patients
- View Credit Card Numbers
- Allow Credit Card Password Management
- Allow Viewing History Records
- Allow Unlocking user accounts of lower privilege level
- Change Users
- Change Store Config
- Change User Permissions

Associating/Disassociating a Pharmacist

In order for a technician or an assistant to perform functions on behalf of a pharmacist, the pharmacist must associate those users to his/her account. If a user has not already been associated and a function being performed requires the association, the 'Pharmacist Association Form' will automatically appear. Alternatively, the association can be set proactively by choosing **File > Users > Associate Pharmacist**.

Pharmacist Association Form
✕

This form allows you to associate a pharmacist with several technicians.
Select the technicians that you want to associate with the pharmacist.

Pharmacist Initials

Password

Association Expires today at

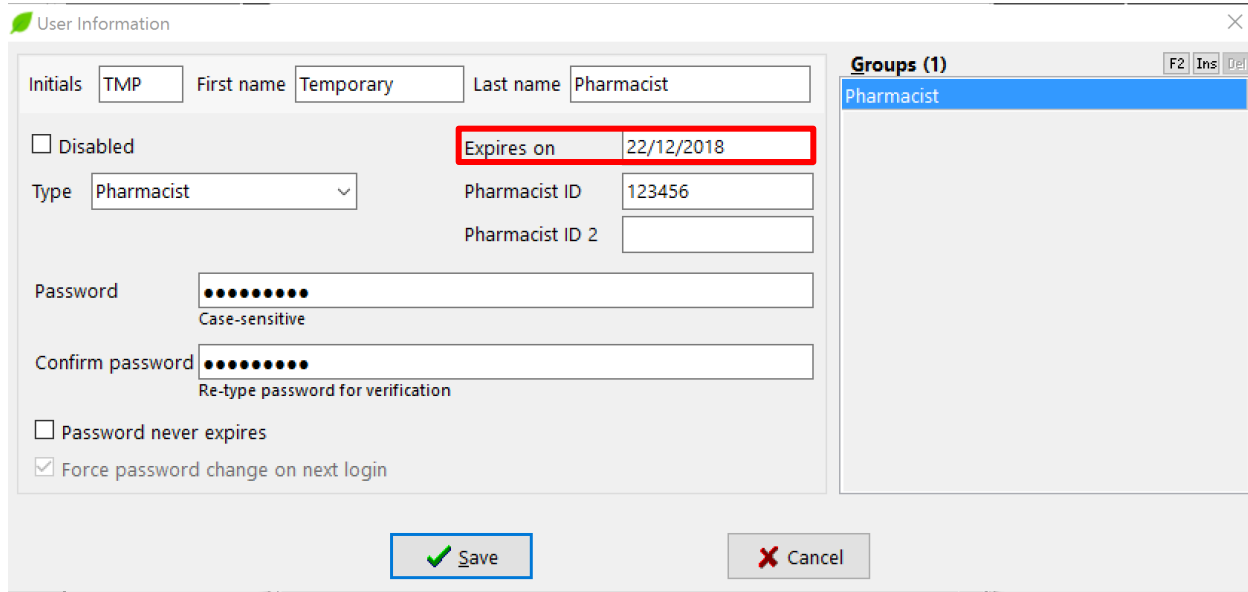
Initials	Technician	Pharmacist Inits	Pharmacist	Expires
<input checked="" type="checkbox"/> CB	Carol Boone			

When associating assistants/technicians to a pharmacist, set a specific time in the 'Association Expires today at' field. A suggestion might be to enter the time when the pharmacist's shift is ending. When the time is set, the association will automatically expire at that time, forcing a new association to be required for this assistant/technician if they are still using the system.

A pharmacist user can also disassociate all users currently associated with their account at any time by selecting **File > Users > Disassociate Pharmacist**. This immediately terminates any associations regardless as to the expiry time previously configured.

Setting up a Temporary User

If an individual will only be working at this pharmacy for a temporary period, create a temporary user account.



User Information

Initials: TMP First name: Temporary Last name: Pharmacist

Disabled Expires on: 22/12/2018

Type: Pharmacist Pharmacist ID: 123456
Pharmacist ID 2:

Password: (Case-sensitive)
Confirm password: (Re-type password for verification)

Password never expires
 Force password change on next login

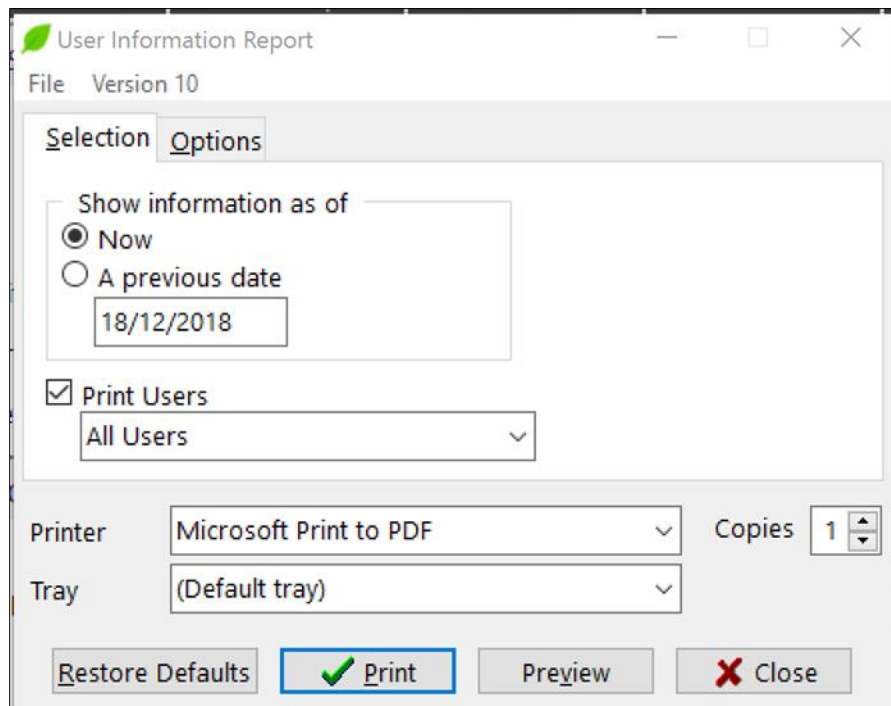
Groups (1)
Pharmacist

Ensure that a date is recorded in the 'Expires on' field. When this date is achieved, the user account becomes inactive automatically.

Kroll User Information Report

This report is useful in identifying user accounts of former employees that you want to inactivate.

1. From the Start Screen, select **Reports > Administration > User Information Report**.



User Information Report

File Version 10

Selection Options

Show information as of

Now

A previous date

18/12/2018

Print Users

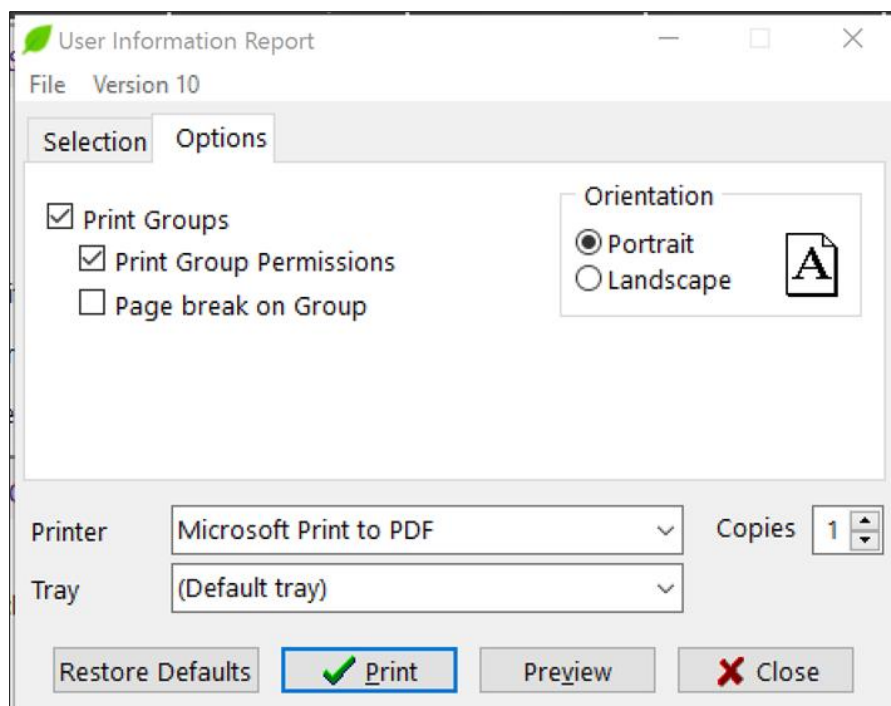
All Users

Printer: Microsoft Print to PDF

Copies: 1

Tray: (Default tray)

Restore Defaults Print Preview Close



User Information Report

File Version 10

Selection Options

Print Groups

Print Group Permissions

Page break on Group

Orientation

Portrait

Landscape

Printer: Microsoft Print to PDF

Copies: 1

Tray: (Default tray)

Restore Defaults Print Preview Close

- When set up as noted, the report generated looks as show in the image below. The first few pages will provide details of the **User Group Permissions** set up in your system.

User Information Report
Kroll Pharmacy, 25 York Street, Toronto ON M3B 3J5
Phone: (416) 383-1010 Fax: (416) 383-0000

UserInformationReport Printed on: 18-12-2018 05:54:31 pm

Manager **Privilege Level : 0**

<input checked="" type="checkbox"/> View Clinical Info <input checked="" type="checkbox"/> Allow Viewing Rx Screen <input checked="" type="checkbox"/> View Patient <input checked="" type="checkbox"/> Allow Patient Changes <input checked="" type="checkbox"/> View Doctor <input checked="" type="checkbox"/> Allow Doctor Changes <input checked="" type="checkbox"/> View Drug/Mixture <input checked="" type="checkbox"/> Allow Drug/Mixture Changes <input checked="" type="checkbox"/> Allow Drug Base Changes <input checked="" type="checkbox"/> Allow Adding New Drugs <input checked="" type="checkbox"/> Allow Drug Price Changes <input checked="" type="checkbox"/> Allow DrugInventoryChanges <input checked="" type="checkbox"/> For Schedules requiring user login <input checked="" type="checkbox"/> Allow Custom FDB Changes <input checked="" type="checkbox"/> Allow Creation of Purchase Orders <input checked="" type="checkbox"/> Allow Receiving Purchase Orders with no Invoice <input checked="" type="checkbox"/> Allow Database Maintenance <input checked="" type="checkbox"/> Apply Drug Inventory Counts <input checked="" type="checkbox"/> Allow Manually Mark as Scanned at POS	<input checked="" type="checkbox"/> View Financial Reports <input checked="" type="checkbox"/> View Non-Financial Reports <input checked="" type="checkbox"/> Allow Running Reports for All Patients <input checked="" type="checkbox"/> View AR Information <input checked="" type="checkbox"/> Add AR Charges <input checked="" type="checkbox"/> Edit/Delete AR Charges <input checked="" type="checkbox"/> Add AR Payments <input checked="" type="checkbox"/> Edit/Delete AR Payments <input checked="" type="checkbox"/> Run AR Reports <input checked="" type="checkbox"/> View Credit Card Numbers <input checked="" type="checkbox"/> Allow Credit Card Password Management <input checked="" type="checkbox"/> Allow Merges <input checked="" type="checkbox"/> Allow Viewing History Records <input checked="" type="checkbox"/> Allow Use Of Drug Update Utility <input checked="" type="checkbox"/> Allow Manual Comm.Queue Changes <input checked="" type="checkbox"/> Allow Bypass Or Postpone Verification Workflow Actions <input checked="" type="checkbox"/> View Deleted Faxes/Network Scans <input checked="" type="checkbox"/> Allow Permanent Deletion of Parts / Network Scans <input checked="" type="checkbox"/> Allow unloading user accounts if lower privilege level <input checked="" type="checkbox"/> Run Updates	<input checked="" type="checkbox"/> Change Plans <input checked="" type="checkbox"/> Change Pricing <input checked="" type="checkbox"/> Change Master Lists <input checked="" type="checkbox"/> Change Users <input checked="" type="checkbox"/> Change Sig Codes <input checked="" type="checkbox"/> Change Vendor List <input checked="" type="checkbox"/> Change NH(excluding Cycles) <input checked="" type="checkbox"/> Change NH Cycles <input checked="" type="checkbox"/> Change Adjudication Config <input checked="" type="checkbox"/> Change Head Office Config <input checked="" type="checkbox"/> Change Store Config <input checked="" type="checkbox"/> Change Services Config <input checked="" type="checkbox"/> Change Workflow Config <input checked="" type="checkbox"/> Change Workstation Config <input checked="" type="checkbox"/> Change Central Fill Config <input checked="" type="checkbox"/> Change Province <input checked="" type="checkbox"/> Change User Permissions <input checked="" type="checkbox"/> Change Mail Distribution Lists <input checked="" type="checkbox"/> Change Drug Programs <input checked="" type="checkbox"/> Change Hours Of Operation <input checked="" type="checkbox"/> Manager
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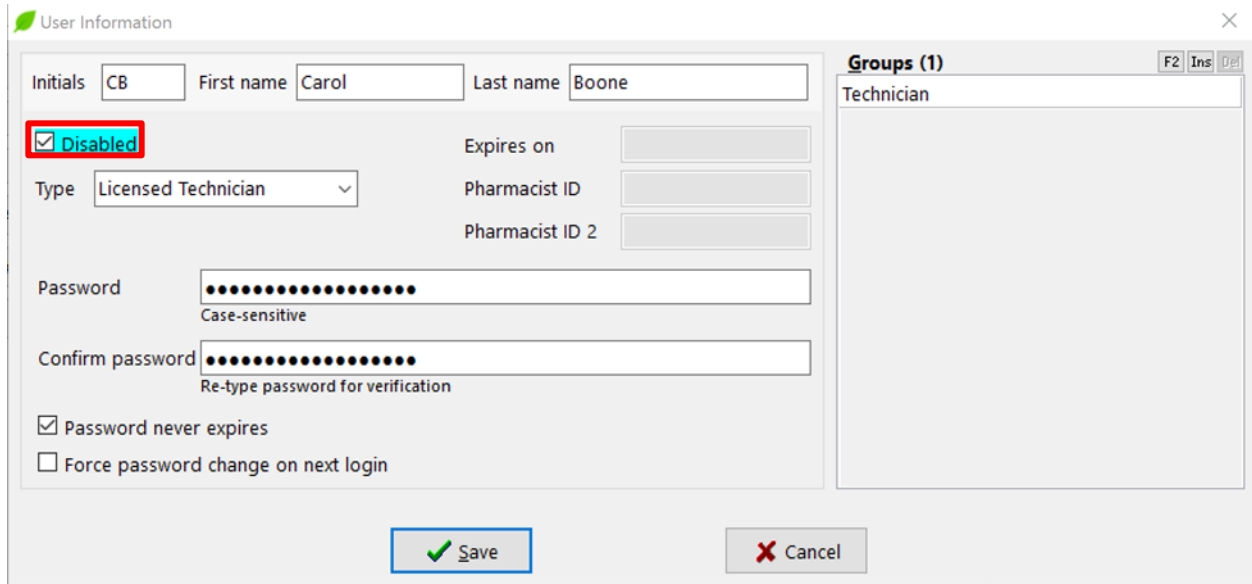
Page 1

The last page will note all user accounts currently within the system.

UserInformationReport Printed on: 18-12-2018 05:54:31 pm

Initial	User	Pharmacist	ID #	Locked Out Date	Groups
CB	CarolBoone	No			Technician
DC	DianaTest	Yes	33395		SystemAdministratorPharmacist,Technician,Manager
P	..	Yes	123456		SystemAdministratorPharmacist,Technician,Manager
SB	ScottBelfer	Yes	96784		SystemAdministratorPharmacist,Technician,Manager

Any user account for an individual listed on the report that is no longer employed can then be easily disabled. Navigate to the 'User Information' screen and check the **Disabled** box.



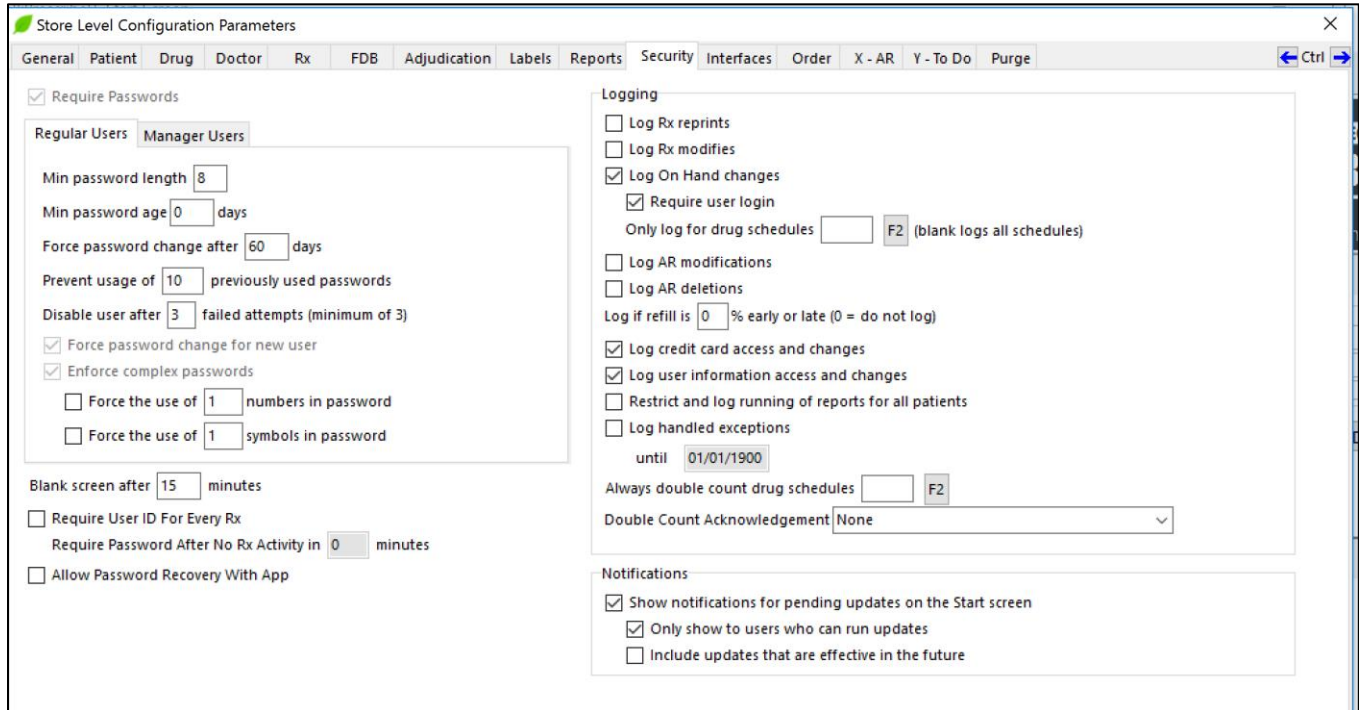
The screenshot shows a 'User Information' form with the following fields and options:

- Initials: CB
- First name: Carol
- Last name: Boone
- Disabled (highlighted with a red box)
- Type: Licensed Technician
- Expires on: [Empty field]
- Pharmacist ID: [Empty field]
- Pharmacist ID 2: [Empty field]
- Password: [Masked field]
- Confirm password: [Masked field]
- Password never expires
- Force password change on next login

At the bottom of the form are two buttons: 'Save' (with a green checkmark) and 'Cancel' (with a red X). To the right of the form is a 'Groups (1)' panel containing a list with one entry: 'Technician'.

Store Configuration

1. From the Start Screen, navigate to **File > Configuration > Store > Security**.



Store Level Configuration Parameters

General Patient Drug Doctor Rx FDB Adjudication Labels Reports **Security** Interfaces Order X - AR Y - To Do Purge

Require Passwords

Regular Users **Manager Users**

Min password length

Min password age days

Force password change after days

Prevent usage of previously used passwords

Disable user after failed attempts (minimum of 3)

Force password change for new user

Enforce complex passwords

Force the use of numbers in password

Force the use of symbols in password

Blank screen after minutes

Require User ID For Every Rx

Require Password After No Rx Activity in minutes

Allow Password Recovery With App

Logging

Log Rx reprints

Log Rx modifies

Log On Hand changes

Require user login

Only log for drug schedules **F2** (blank logs all schedules)

Log AR modifications

Log AR deletions

Log if refill is % early or late (0 = do not log)

Log credit card access and changes

Log user information access and changes

Restrict and log running of reports for all patients

Log handled exceptions

until

Always double count drug schedules **F2**

Double Count Acknowledgement

Notifications

Show notifications for pending updates on the Start screen

Only show to users who can run updates

Include updates that are effective in the future

The following sections within security are applicable to Privacy and Security.

Passwords

1. **Min password length** – defines the minimum password length (minimum number of characters).
2. **Min password age** – defines the minimum number of days a password must be used until it can be changed.
3. **Force password change** – defines how often a user must change their passwords.
4. **Prevent usage of X previously used passwords** – defines how often a password can be reused.
5. **Disable user after X failed attempts** – X represents the number of unsuccessful log in attempts that can be made by a user before the user's account is locked out.
6. **Force password change for new users** – when checked any new user will be prompted to enter in a new password upon first log in.

7. **Enforce complex passwords** – when checked opens up the other 2 options and requires a minimum password length of at least 8 characters.
 - **Force the use of X numbers in password** – X=the minimum number of numeric characters in the password.
 - **For the use of X symbols in the password** – X=the minimum number of symbols, such as !, @, \$, etc, in the password.
8. **Blank screen** – defines the number of minutes of inactivity on a workstation before the screen blanks out
9. **Require User ID for every Rx** – when checked, the user is prompted to enter in their user ID for each Rx which will then be saved against the Rx record. When unchecked, the user ID of the person logged into the workstation will be saved against each Rx processed
10. **Require password After no Rx Activity in X minutes** – X=the number of minutes of inactivity that need to elapse before a user is forced to login
11. **Allow Password Recovery With App** – when checked allows users with the appropriate permissions to reset their passwords using the Google Authenticator App

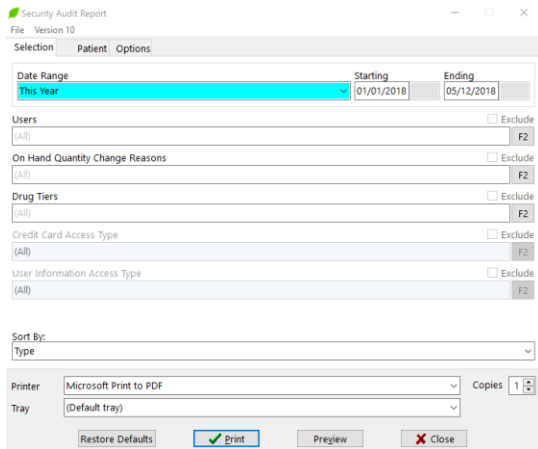
Logging

1. **Log Rx Reprints, Log Rx Modifies, Log AR modifications, Log AR Deletions, Log Credit Card Access and changes, Log User information access and changes:** When checked, the user is required to enter a reason for the change. This reason, along with the user who made the change, will be recorded and made available in the 'Security Audit Report'.
2. **Restrict and Log running of reports for all patients** – when checked will force the user to enter in their user name and password. If they do not have permission to run reports for all patients, the system will not let them continue.
3. **Log On Hand changes** – when checked, forces extra information to be entered when making a manual on hand change in a drug card
 - **Require User Log in** – when checked, will force the user to enter their user name and password for each on hand change
 - **Only Log for drug schedules** – can refine the logging of on hand changes to selected drug schedules. Leaving the field blank will apply logging to on hand changes to any drug in any schedule

Reports

Local Profile Access

1. When accessing the 'Security Audit Report', the screen below displays. Under the 'Selection' Tab – you can define what you want to include on the report

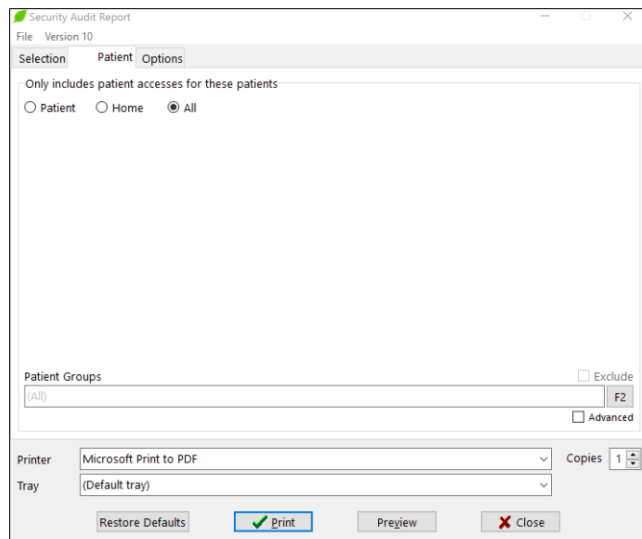


The screenshot shows the 'Security Audit Report' window with the 'Selection' tab active. The 'Date Range' is set to 'This Year' with a starting date of 01/01/2018 and an ending date of 05/12/2018. Below this, there are several categories with checkboxes for 'Exclude' and a button for 'F2':

- Users
- On Hand Quantity Change Reasons
- Drug Tiers
- Credit Card Access Type
- User Information Access Type

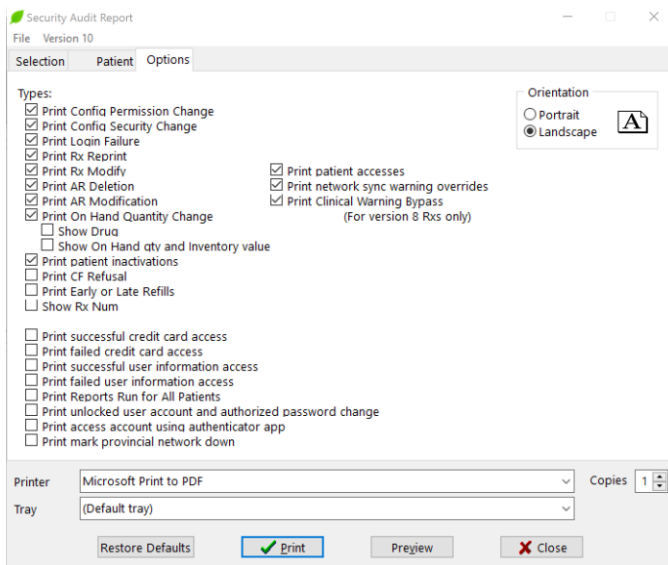
At the bottom, there are printer settings (Microsoft Print to PDF, 1 copy) and buttons for 'Restore Defaults', 'Print', 'Preview', and 'Close'.

2. **Patient Tab** – define which patients you want to include on the report.



The screenshot shows the 'Security Audit Report' window with the 'Patient' tab active. Under the heading 'Only includes patient accesses for these patients', there are three radio buttons: 'Patient', 'Home', and 'All' (which is selected). Below this, there are 'Patient Groups' and 'Advanced' checkboxes, both with 'F2' buttons. At the bottom, there are printer settings (Microsoft Print to PDF, 1 copy) and buttons for 'Restore Defaults', 'Print', 'Preview', and 'Close'.

3. **Options tab** – provides more opportunity to fine tune the report content.



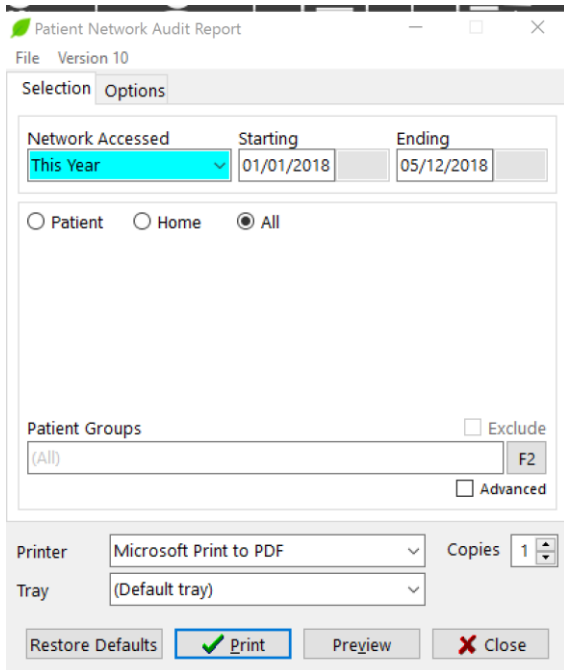
4. To see accesses to patient records, place a check beside **Print patient accesses**.

Based on the above criteria, the first page of the report would look as shown below.

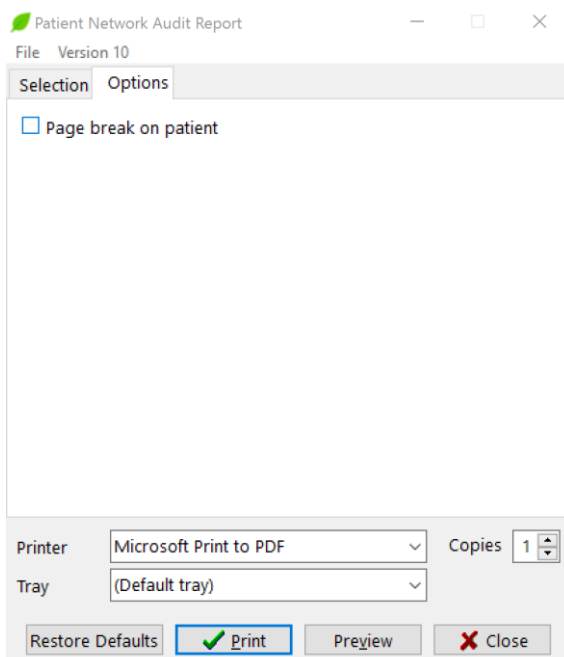
Security Audit Report			
KrollPharmacy, 25 York Street, Toronto ON M3B 3J5 Phone:(416) 383-1010 Fax: (416) 383-0000			
ReportParameters Date Range - 01-01-2018 to 05-12-2018 SortBy:Type		Printed on: 05-12-2018 01:49:06 pm	
SecurityAuditReport			
Time Stamp	User	Type	Message
12-Apr-2018 11:46:51	DC	LoginFailure	DC - Incorrect password, login attempt failed 1
18-Apr-2018 12:52:43	SB	LoginFailure	SB - Incorrect password, login attempt failed 1
08-Jun-2018 19:09:56	SB	LoginFailure	SB - Incorrect password, login attempt failed 1
20-Jun-2018 09:17:18	SB	LoginFailure	SB - Incorrect password, login attempt failed 1
22-Jun-2018 16:34:58	SB	LoginFailure	SBELFE - Make sure your user name and password are correct.
06-Sep-2018 14:55:20	SB	LoginFailure	SBELFE - Make sure your user name and password are correct.
23-Oct-2018 14:13:46	SB	LoginFailure	SB - Incorrect password, login attempt failed 1
25-Oct-2018 15:47:29	SB	LoginFailure	SB - Incorrect password, login attempt failed 1
03-Dec-2018 11:33:11	SB	LoginFailure	SB - Incorrect password, login attempt failed 1
05-Dec-2018 13:16:49	SB	Rx Reprint	test
04-Jun-2018 15:50:10	SB	OnHandQtyChange	adjustmnet
06-Sep-2018 11:40:36	SB	OnHandQtyChange	inventoryadjustment
15-Oct-2018 15:15:42	SB	OnHandQtyChange	CycleCount
24-Oct-2018 06:51:43	SB	OnHandQtyChange	adjustment
05-Apr-2018 12:29:17	DC	Patient Access	Rx card (Grandfather, Bob)
05-Apr-2018 17:37:09	DC	Patient Access	Rx card (Pratt, Al)
05-Apr-2018 17:38:03	DC	Patient Access	Rx card (Rx#1000144) (Pratt, Al)
05-Apr-2018 17:38:16	DC	Patient Access	Patient edit (Pratt, Al)
05-Apr-2018 17:38:19	DC	Patient Access	View patient profile (Pratt, Al)
05-Apr-2018 17:38:44	DC	Patient Access	Rx card (Rx#1000144) (Pratt, Al)
05-Apr-2018 17:38:59	DC	Patient Access	Patient edit (Pratt, Al)
05-Apr-2018 17:38:59	DC	Patient Access	View patient profile (Pratt, Al)
06-Apr-2018 08:46:52	DC	Patient Access	Rx card (Pratt, Al)
06-Apr-2018 09:16:31	DC	Patient Access	Rx card (Smithers, Mary)
06-Apr-2018 09:17:38	DC	Patient Access	Rx card (Rx#1000145) (Smithers, Mary)
06-Apr-2018 09:18:04	DC	Patient Access	Patient edit (Smithers, Mary)
06-Apr-2018 09:18:21	DC	Patient Access	View patient profile (Smithers, Mary)
06-Apr-2018 09:19:45	DC	Patient Access	Patient edit (Smithers, Mary)
06-Apr-2018 09:19:46	DC	Patient Access	View patient profile (Smithers, Mary)
06-Apr-2018 09:20:22	DC	Patient Access	Rx card (Rx#1000145) (Smithers, Mary)
06-Apr-2018 09:20:32	DC	Patient Access	Patient edit (Smithers, Mary)
06-Apr-2018 09:20:32	DC	Patient Access	View patient profile (Smithers, Mary)
06-Apr-2018 09:21:28	DC	Patient Access	Patient edit (Smithers, Mary)
06-Apr-2018 09:21:29	DC	Patient Access	View patient profile (Smithers, Mary)
06-Apr-2018 09:26:30	DC	Patient Access	Patient edit (Smithers, Mary)
06-Apr-2018 09:26:31	DC	Patient Access	View patient profile (Smithers, Mary)
06-Apr-2018 09:27:36	DC	Patient Access	Rx card (Cicco, Marion Jr)
06-Apr-2018 09:28:14	DC	Patient Access	Rx card (Rx#1000146) (Cicco, Marion Jr)
06-Apr-2018 09:28:21	DC	Patient Access	Patient edit (Cicco, Marion Jr)
06-Apr-2018 09:28:23	DC	Patient Access	View patient profile (Cicco, Marion Jr)
06-Apr-2018 09:29:50	DC	Patient Access	Patient edit (Mother, Emily Conformance)
06-Apr-2018 09:36:21	DC	Patient Access	Rx card (Mother, Emily Conformance)
06-Apr-2018 09:36:54	DC	Patient Access	Rx card (Rx#1000147) (Mother, Emily Conformance)

Network DIS Access

1. When accessing the 'Patient Network Audit Report', the following screen displays. The 'Selection' Tab – provides you with the ability to define the date range and for which patients you want to generate the report.



2. Options Tab – can force the report to page break on patient



The report looks as shown below:

Patient Network Audit Report
 Kroll Pharmacy, 10020 - 100 Street, Edmonton AB T5J 0N3
 Phone: (780) 555-1111 Fax: (780) 555-9348

ReportParameters
 Only showing patients from store Main
 Network Accessed Between - 05/12/2018 to 05/12/2018

PatientNetworkAuditReport Printed on: 05/12/2018 2:22:39 PM

Patient	Date	AccessedBy	AccessType
		Reason	
Au Yeung, Peper	05-Dec-2018	MS	CeRxProfile Access
	05-Dec-2018	MS	CeRxProfile Access
	05-Dec-2018	MS	CeRxProfile Access
		AssessingPatient	
Dominguez Tarango, Feliz Waziha	05-Dec-2018	MS	CeRxProfile Access
		PatientInquiry	
Sule, Ji Woong	05-Dec-2018	MS	CeRxProfile Access
	05-Dec-2018	MS	CeRxProfile Access
		AssessingPatient	

NOTE: This report can be quite lengthy, it is suggested that you **Preview** the report first.