

SEC³URE Host Admin | Facility Radiation Safety



Since vendor representatives and other occupational visitors serve multiple facilities, they are often overlooked in healthcare radiation safety programs. This inadvertent safety gap leaves facilities, vendor reps, and vendor companies at risk. The IntelliCentrics SEC³URE Radiation Safety Program closes this critical safety gap with training and automated dosimeter monitoring so you remain up-to-date and informed with quarterly occupational exposure levels.

These pages provide guidance to setup and use SEC³URE tools for effectively monitoring radiation safety in facilities.

Features for SEC³URE Radiation Safety:

- HCIR / Rep Scope of Service
- <u>Set Credential Requirements by</u>
 <u>Environmental Exposure</u>
- Set Credential Requirements by Rep Category
- Rep Dashboard View Existing Credentials: Radiation Exposure
- Rep Dashboard Outstanding Requirements
- Set Policy Requirements by

 Environmental Exposure

- <u>Rep Compliance Report:</u>
 <u>Reps Exposed to Radiation</u>
- □ <u>Credential / Policy Expiry Report</u>
- □ Facility Radiation Exposure Report

We highly recommend all facility host administrators and Radiation Safety Officers consult first with the IntelliCentrics Host Support team before setting environmental exposure requirement factors for HCIR / Rep populations.

Additional Resources for Implementing Facility Radiation Safety:

- SEC³URE Radiation Safety Program | *MP4 Video | 3 minutes This video introduces facility administrators and healthcare industry reps to the SEC³URE Radiation Safety Program.
- SEC³URE Radiation Safety for Facility Administrators FAQ | *PDF This document helps answer basic radiation safety questions and questions concerning HCIR / Rep dosimeter monitoring.
- SEC³URE Radiation Safety Program: <u>Facility HCIR Monitoring Policy Template</u> | *PDF The Facility HCIR Monitoring Policy Template will help your facility fill safety gaps by enacting radiation safety for your occupational HCIR population.

HCIR / Rep Scope of Service Questionnaire:

My Account >> Scope Of Service

Home

Requirements

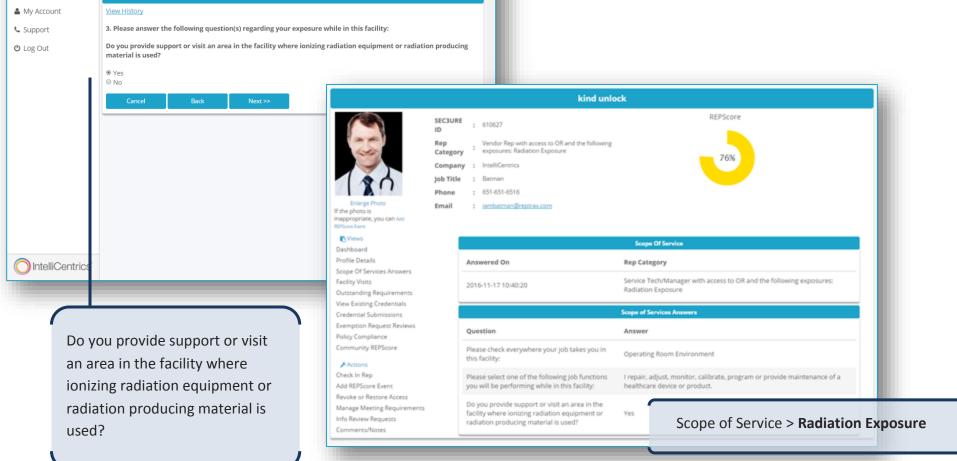
HCIRs / Reps indicate their potential for being exposed to ionizing radiation as part of their initial and yearly Scope of Service SEC³URE questionnaire. This helps ensure HCIRs/Reps are properly identifying their potential for occupational environmental ionizing radiation exposure.

Scope Of Service

To review a HCIR / Rep's Scope of Service answers, access her/his Rep Dashboard. From SEC³URE Home:

- a) Select REPsearch
- b) Enter HCIR / Rep's info and then Search >>
- c) Select a Name under Search Results
- d) The Rep's Dashboard opens. Select **Scope of Services Answers**

This will confirm if the HCIR / Rep will need to fulfill your facility's Radiation Exposure requirements.



Set Credential Requirements – By Environmental Exposure:

Facility Host Administrators may set radiation exposure requirements to encompass entire facilities. These settings, together with any HCIR / Rep who answers "Yes" to their Environmental Exposure *Scope of Service* surveys, will then be required before entering your facilities.



From your SEC³URE Home:

- a) Pull down the Administration menu and then select Credential Requirements
- b) Select Set Requirements by Exposure Factor >> button (or scroll all the way to the bottom of the page)
- c) Under the Radiation Exposure section, select either:
 - Radiation Exposure (monitoring) credential
 - Radiation Safety Training credential
- d) Go back to the top of the page and then set the **Requirement Enforcement Date**
- e) Choose the number of Requirements Grace Days
- f) Set the **Exemption Request Policy**
- g) Select the Update Requirements >> button

HCIRs / Reps attached to your facilities who answer "Yes" to the radiation exposure question in their Scope of Service surveys will now be required to complete the training (if selected) and/or be monitored for radiation exposure.

IntelliCentrics provides a <u>Radiation Exposure Package</u> for \$199 annually.

KEY TIP: Because this will impact your HCIR / Rep population, we highly recommend you contact IntelliCentrics Host Support before updating any changes to your credential requirements.

Set facility's environmental factor Radiation Exposure

Set Credential Requirements – By Rep Category:

Facility Host Administrators may set radiation exposure requirements for specific HCIR / Rep categories who work in areas specifically where medical radiation is used.



From your SEC³URE Home:

- a) Pull down the Administration menu and then select Credential Requirements
- b) Scroll to each HCIR / *Rep Category* who should be required to either be monitored for *Radiation Exposure* or complete *Radiation Safety Training* (or both)
- c) Under *Environmental Exposure Credentials Required* sections, select either:
 - Radiation Exposure (monitoring) credential
 - Radiation Safety Training credential
- d) Go back to the top of the page and then set the **Requirement Enforcement Date**
- e) Choose the number of **Requirements Grace Days**
- f) Set the Exemption Request Policy
- g) Select the **Update Requirements >>** button

When you set the *Radiation Exposure* credential requirement under any of the Rep Categories, those HCIRs / Reps will then need to purchase Radiation Dosimeter Monitoring.

IntelliCentrics provides a <u>Radiation Exposure Package</u> for \$199 annually.

KEY TIP: Because this will impact your HCIR / Rep population, we highly recommend you contact IntelliCentrics Host Support before updating any changes to your credential requirements.

Set Rep Category Credential Requirement for **Radiation Exposure**

Rep Dashboard – View Existing Credentials: Radiation Exposure:

Use the Rep Dashboard to quickly review an HCIR's quarterly, yearly, and lifetime radiation exposure levels. This is also used to review the Rep's existing credential documentation.



From SEC³URE Home:

- a) Select **REPsearch**
- b) Enter HCIR / Rep's info and then Search >>
- c) Select a Name under Search Results
- d) The Rep's Dashboard opens. Select View Existing Credentials
- e) Look for the *Radiation Exposure* credential in the table under *Document Attributes*. Select the **Details** link.

The *Radiation Exposure Details* provides you with the HCIR's / Rep's Quarterly, Year-to-date, and Lifetime dose equivalent readings (in mRem). The table will alert you if the HCIR / Rep has received either a level 2 (yellow) or Level 3 (red) in the previous quarter or year.

KEY TIP: Use the Type-ahead Search to filter the list of credentials to "Rad" (*Rad*iation Safety).



Rep Dashboard – Outstanding Requirements:

IntelliCentrics Facility Area

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+ REPsearch

ind Rep by Email Address

Use the HCIR / Rep Dashboard to review facility access and any **Outstanding Requirements**. This is where you go to look if the HCIR / Rep has not fulfilled either the *Radiation Exposure* (monitoring) or *Radiation Training* credential requirements.

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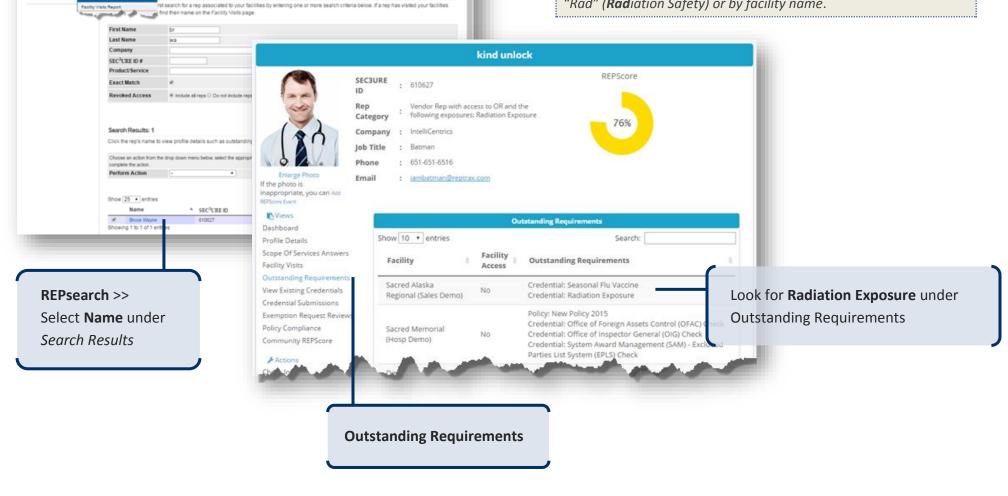
Inside Sales: 214-222-7484, Option 9 sales@intelloantics.com
 Implementation Team: 214-222-7484, Option 7 Implementation
 Concilerge Overview: On File

From SEC³URE Home:

- a) Select REPsearch
- b) Enter HCIR / Rep's info and then Search >>
- c) Select a Name under Search Results
- d) The Rep's Dashboard opens. Select **Outstanding Requirements**

Under the specific facility, look for either *Radiation Exposure* or *Radiation Training* credentials in the table under *Outstanding Requirements*.

KEY TIP: Use the Type-ahead Search to filter the list of credentials to "Rad" (**Rad**iation Safety) or by facility name.



Set Policy Requirements by Environmental Exposure:

Facility Host Administrators may set a policy requirement specifically for those HCIRs / Reps who answer "Yes" to their *Radiation Exposure Scope of Service* survey question.

IntelliCentrics Facility Area

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From your SEC³URE Home:

- a) Pull down the Administration menu and select New Policy Generator
- b) Use the drop-downs to select **System** > **Division** > (*specific*) **Facility**
- c) From the resulting search list, check the policy you wish to set and then **Set Policy Requirements** button
- d) On the *Set Policy Requirements* page, scroll to the bottom of the page. Under *Rep Environmental Exposure*, choose how you want the policy applied to the HCIRs / Reps who are potentially exposed to radiation and then select the **Update Policy Requirements** button.

Those HCIRs / Reps will now be required to act on this policy.

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📞 Need Help? 817-SEC3URE (732-3873), Option 3 | <u>HostSupport@IntelliCentrics.com</u> | <u>www.intellicentrics.com</u> 📊 🈏 🗗 🗗

Welcome: 1Locout

Host Support Specialist: 214-222-7484. Option 3 hostsupports
 Inside Sates: 214-222-7484. Option 9 sates@mailcontros.com
 Implementation Team: 214-222-7484. Option 7 implementation

Concience Overview On File

Rep Compliance Report: Reps Exposed to Radiation

This report shows compliance statuses of the Healthcare Industry Reps (HCIRs) with access to your facilities. Use this report to monitor and manage reps with potential compliance concerns.

Select Rep(s) and tent sets contains of a contain of a	Home Pro	Welcome: Logout periona SECURE Healthcare © Concierge Manager: Michelle McGain office REPscore: Administration Visitor Management Help & Resources © Concierge Overview: Not on File	Sort the results ▲ <i>ascending</i> or ▼ <i>descending</i> by selecting the column headers. Use Type-ahead Search to narrow the results listed in the tables (e.g., by <i>Company</i>).
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In SEC³URE, pull down the REPtools menu and then select

then Search.

list from 10 to ALL results.

Rep Compliance Report. Select the various search criteria and

Use the **Show** dropdown under the *Rep Compliance* table to

Credential / Policy Expiry Report:

Use the **Credential/Policy Expiry Report** to review HCIR / Rep compliance and facility entry status. Look specifically for compliance to the **Radiation Exposure** credential.

Action Alert Outstanding Implementation Requirements Credential Exemption Requi to Review Quick Links e Find Rep Login II e REPearch / Add		 other report parameters (<i>look specifically for Credential: Radiation Exposure</i>) and then the Show Reps >> button Note: <i>This report may take several minutes depending on the number of HCIRs / Reps attached to the facility.</i> In the results table, you may: Select the name to view the individual's Rep Dashboard Check the names and then Perform Action on those selected HCIRs / Reps (<i>Export results to Excel/CSV, Add REPscore Event, Request Info Review, Revoke Facility</i>
REPscore Help Documents Facility Dashboal Contact Us Your Facilities	Credential/Policy Expiry Report Facility Access by Rep Category Select a facility and a rep category to view the reps' compliance and entry statuses. Please note: Depending on the number of reps in your selected category, the report may take several minutes to complete. Sacred Memorial (Hosp Demo)	Access, or Send Message via Email) KEY TIP: Click on the column names to sort the results ▲ ascending or ▼ descending.
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From your SEC³URE Home:

a) Pull down the REPtools menu and select

b) Select the specific **Facility**, and then choose from the

Credential/Policy Expiry Report

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Facility Radiation Exposure Report:

The **Facility Radiation Exposure Report** shows you HCIR / Rep compliance for both *Radiation Exposure* and *Radiation Training* credentials in your facilities. Monitor your HCIR / Rep populations and quickly respond to radiation exposure events.

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From your SEC³URE Home:

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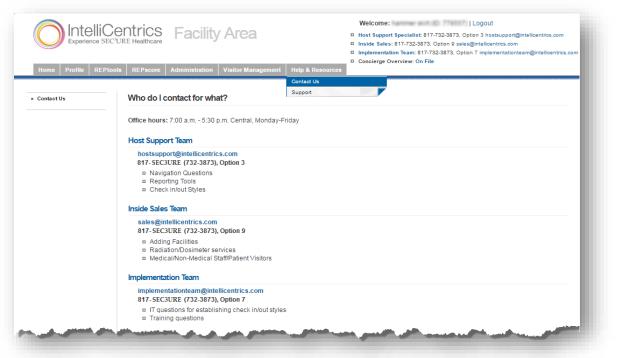
Facility Radiation Exposure Report

report parameters and then Search.

b) Select the specific Facility, choose any of the other

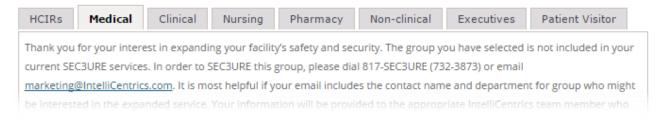
📞 Support

For additional facility support, please call us at 817-SEC3URE (732-3873), fill out an online <u>facility support inquiry</u>, or email the <u>Host Support Team</u> directly.



Additional Facility Roles:

IntelliCentrics is a community of professionals, patients, their families, and facilities, working together to achieve a safe and SEC³URE healthcare experience. Contact <u>IntelliCentrics</u> <u>Marketing</u> to find out how to expand your facility's SEC³URE environment.



📞 Need Help? 817-SEC3URE (732-3873), Option 3 | HostSupport@IntelliCentrics.com | www.intellicentrics.com 📊 😏 🦵 🥃