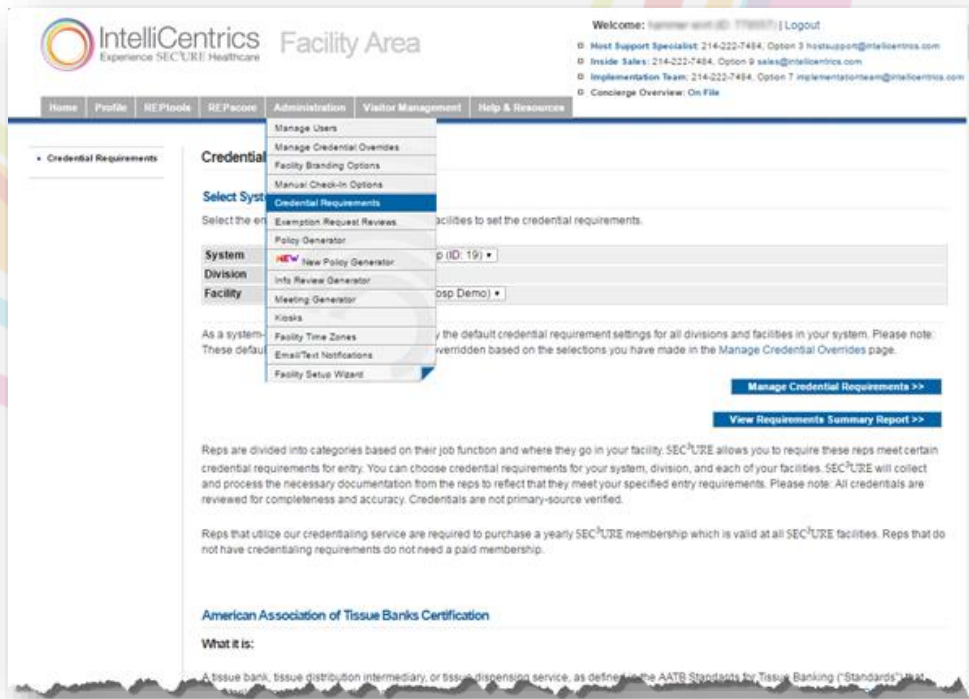# SEC³URE Facility Administrator | Review & Confirm Credentials

Review and then Confirm SEC³URE Facility Credential Requirements:
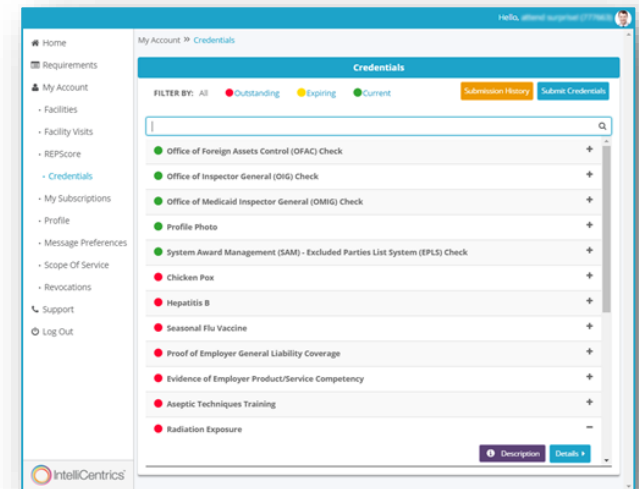
Administration > Credential Requirements

SEC³URE allows you to require your Healthcare Industry Rep (HCIR / Rep) visitors meet certain credential requirements for entry. SEC³URE will collect and process the necessary documentation from the HCIRs / Reps to reflect that they meet your specified entry requirements.

To get you started, the IntelliCentrics Implementation Team will set the facility up with healthcare community best practices; we call this "**The SEC³URE Standard**." This will confirm that your facility's credential requirements follow the recommendations of over 75 health organizations such as the CDC, World Health Organization, and The Joint Commission.

When required, HCIRs / Reps will then utilize our credentialing service. They will also be required to purchase a yearly SEC³URE subscription which is valid for all SEC³URE facilities they attach to.

How to Review the Credential Requirements & Confirm Requirement Enforcement Date:

Administration > **Credential Requirements** > **Manage Credential Requirements >>**

From the *Credential Requirements* page, select the specific facility and then **Manage Credential Requirements >>**

22 user categories, as well as *Environmental Exposure*, options are listed for each of the *Rep Categories* and *Zones*. Clicking **[?]** to the right of the credential listed pops-up a definition and how HCIRs / Reps can satisfy the requirement.

If there is a **Declination** option listed, HCIRs / Reps will need to provide an electronic document through their SEC³URE accounts stating they understand the risks, but they are not suppling vaccine information at that time (*the facilities accepting declination is dwindling*). If an HCIR / Rep cannot supply the vaccine information and your health system does not want to accept a declination form, a medical or religious exemption option is available.

The **Community %** is the percentage of facilities requiring this credential for this specific *Rep Category* and *Zone*.

The **Kiosk Enforcement Date** is when the best practices SEC³URE Set credentials were set.

Change the **Requirement Enforcement Date** if needed and then scroll through to review and/or adjust each of the *Rep Category* and *Zone* requirements.

At the bottom of the page, there are **Environmental Exposure** settings. These are for the HCIRs / Reps who have indicated via their SEC³URE account that they could be exposed to radiation while working at your facility. We recommend that these be required to help minimize exposure.

Select the **Update Requirements >>** button to confirm these settings (*even if no edits were made*). This lets the Implementation Team know the facility's credential requirements have been reviewed.