POWERSHARE® CLIENT REGISTRATION

PN 889782 ***August 7 2015***

PN 889782

Printed in U. S. A. August 7 2015

Trademarks

Nuance®, the Nuance logo, Dictaphone®, Enterprise Express®, PowerScribe®, and PowerMic™ are trademarks or registered trademarks of Nuance Communications, Inc.

Other names and trademarks referenced herein are trademarks or registered trademarks of their respective owners.

Copyright Notice

This manual is copyrighted and all rights are reserved by Nuance Communications, Inc. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language or computer language, in any form or by any means, electronic, mechanical, magnetic, optical, chemical, manual, or otherwise, without the prior written permission of Dictaphone Healthcare Solutions, Nuance Communications, Inc., 1 Wayside Rd., Burlington, MA 01803.

Copyright © 2008 Nuance Communications, Inc. All rights reserved.

Disclaimer

This document is provided "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT. Nuance shall not under any circumstances be liable to any person for any special, incidental, indirect or consequential damages, including, without limitation, damages resulting from use of OR RELIANCE ON the INFORMATION presented, loss of profits or revenues or costs of replacement goods, even if informed in advance of the possibility of such damages.

Every effort has been made to ensure the accuracy of the information presented. However, Nuance assumes no responsibility for the accuracy of the information. Product information is subject to change without notice. Changes, if any, will be incorporated in new editions of this publication. Nuance may make improvements and/or changes in the products and/or the programs described in this publication at any time without notice. Mention of non-Nuance products or services is for information purposes only and constitutes neither an endorsement nor a recommendation.

Table of Contents

Table of Contents v

Client Registration 2-1

Facility Account Setup 2-1

Pick Your Plan 2-5

Add a User to a PowerShare Account 2-6

PowerShare User Accounts 2-6

PowerShare® Connectivity Requirements 3-1

IPs / Ports Connectivity 3-1

Manual Revision History History-1

CLIENT REGISTRATION 1

Facility Account Setup

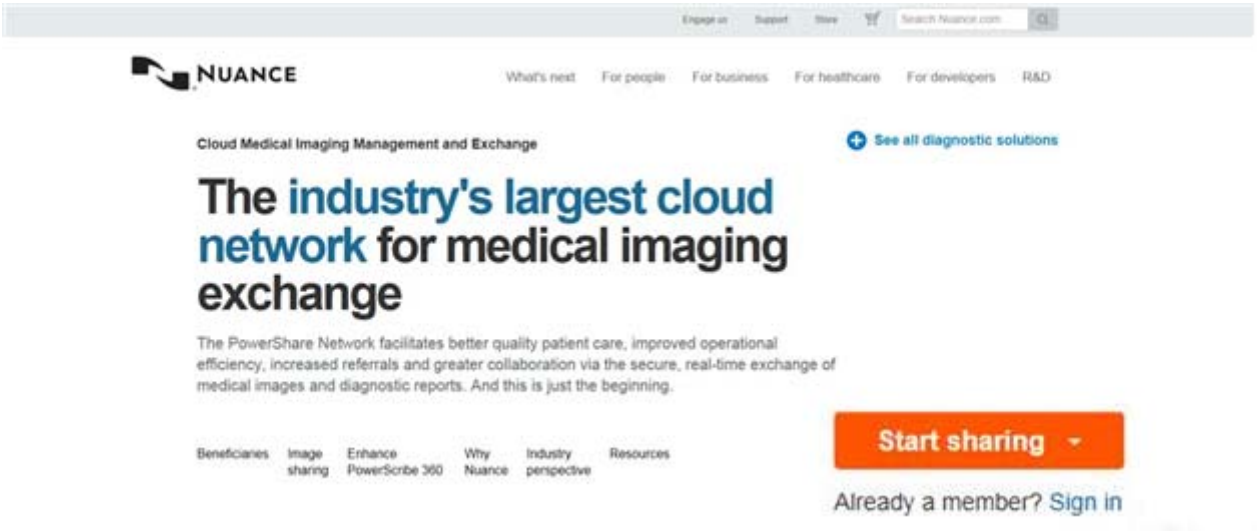
You need to provide your NPI number to complete the Facility Account setup process. You can obtain this number at:

https://nppes.cms.hhs.gov/NPPESRegistry/NPIRegistrySearch.do?subAction=reset&searchType=org

This step should be completed by the site administrator.

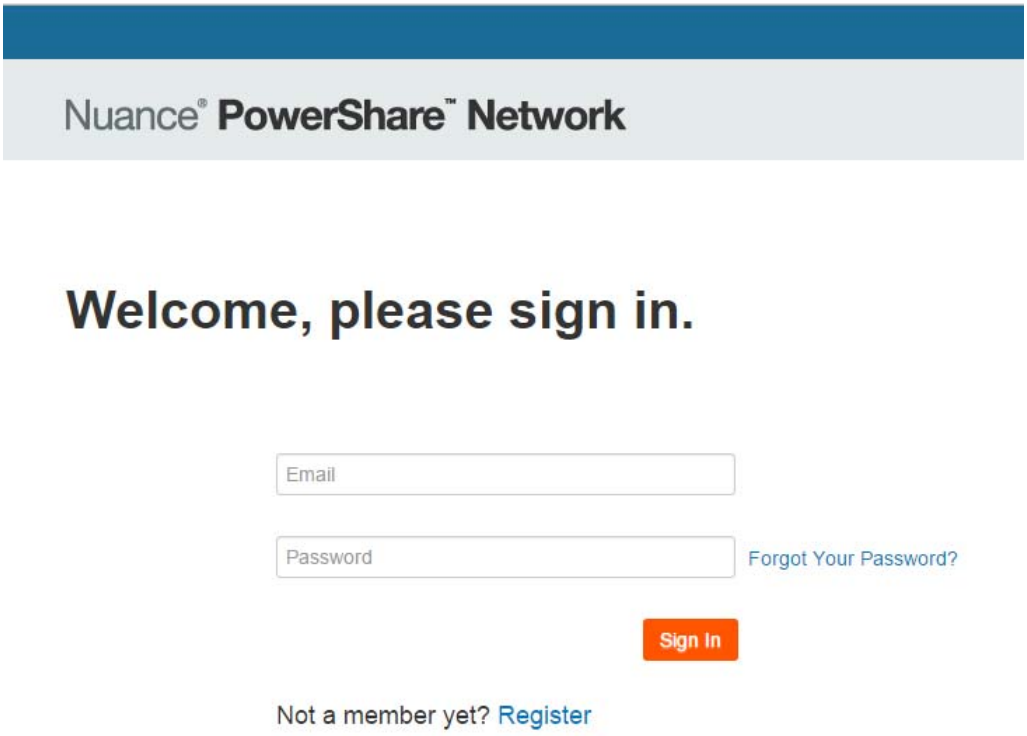
1. Launch the PowerShare Account Setup web site:

   www1.nuancepowershare.com

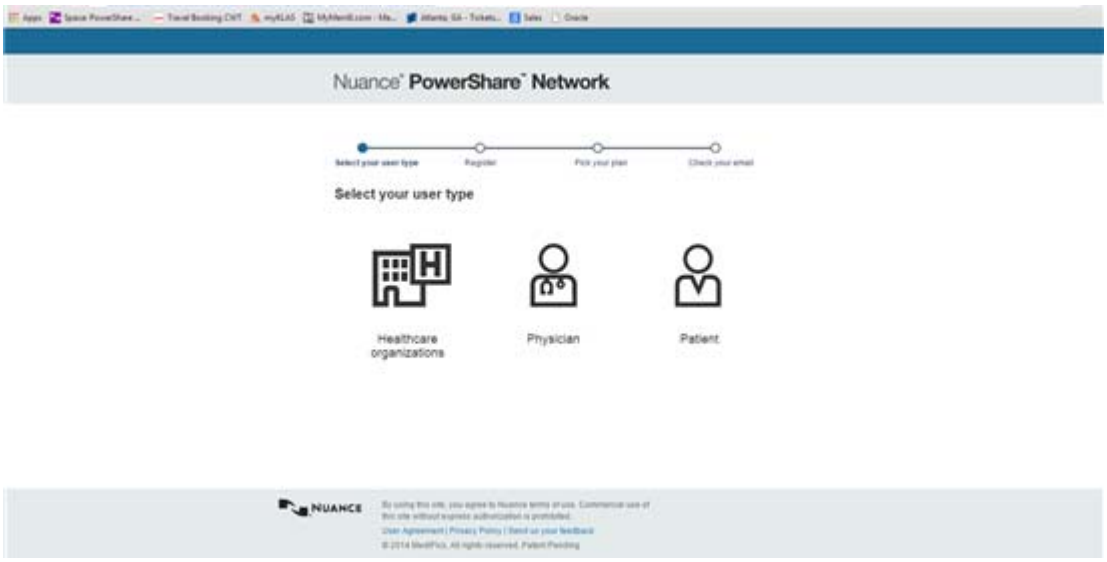


2. Click **Sign in**.

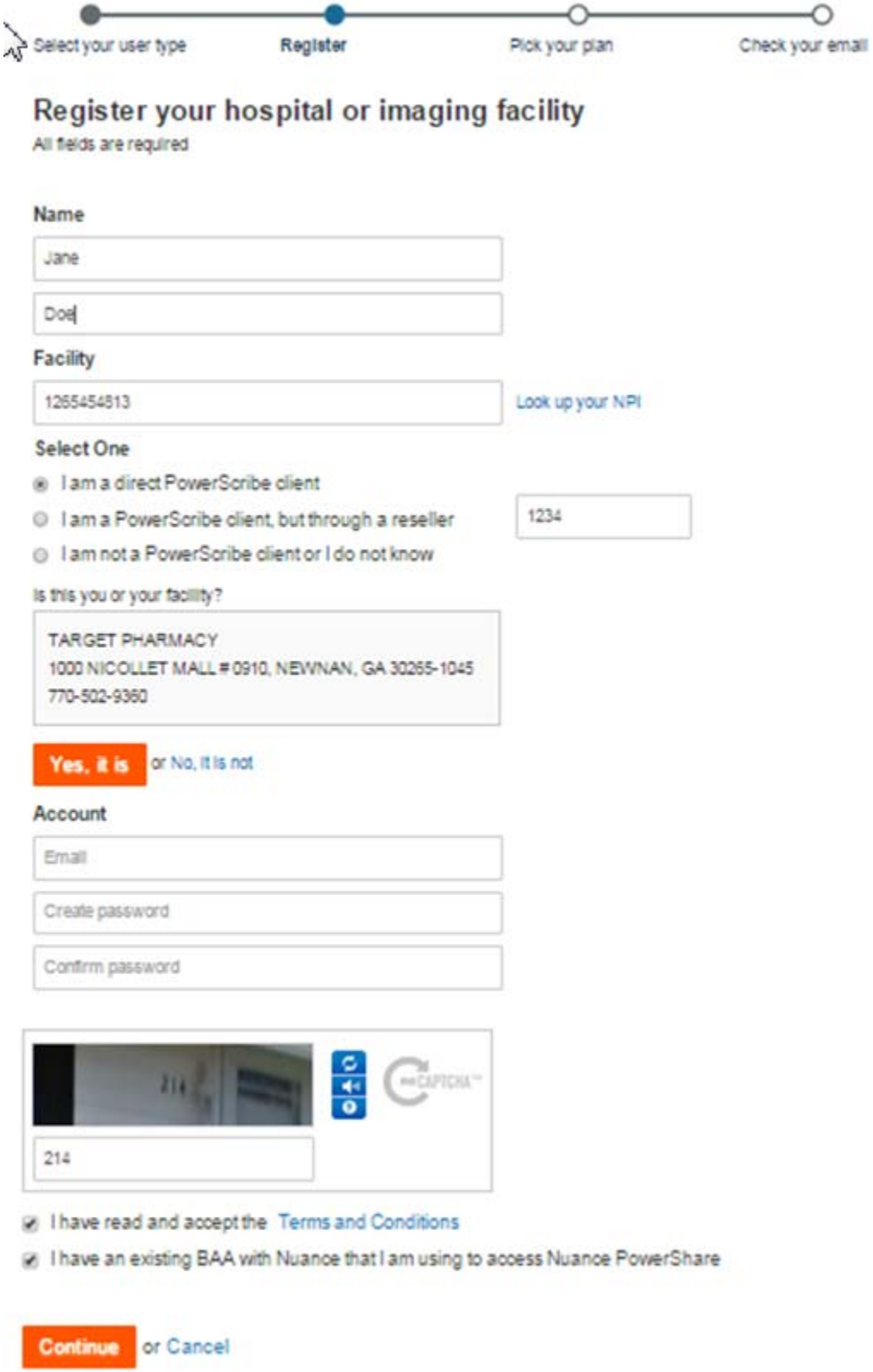
The Nuance PowerShare Network Welcome page displays.



3. On the Nuance PowerShare Network page, click **Register**.The PowerShare Network dialog displays.



4. Double-click the **Healthcare organization** icon.The Registration your hospital or imaging facility dialog displays.



5. Complete the registration form by entering the:
   - **Name:**

     Enter First Name and Last Name
   - **Facility:**

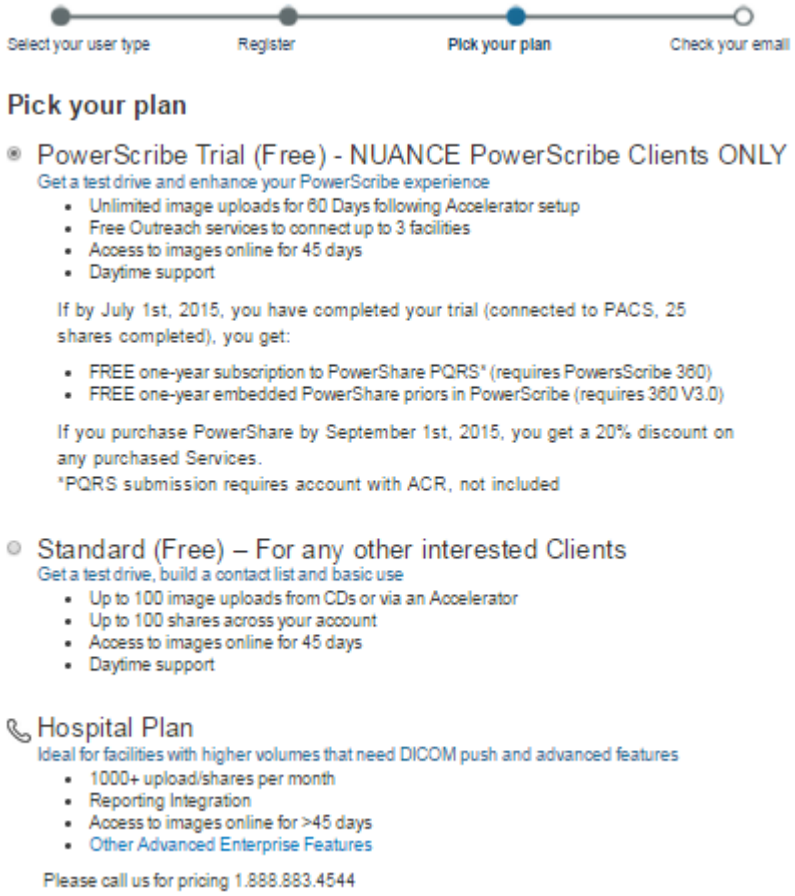
     Enter the National Provide ID, or click Look up your NPI to find your facility's ID.
     https://nppes.cms.hhs.gov/NPPESRegistry/NPIRegistrySearch.do?subAction=reset&searchType=org
   - **Select One**:

     Check one of the following:
   - I am a direct PowerScribe client.
   - I am a PowerScribe client, but through a reseller, and enter then the Client Code
   - I am not a PowerScribe client or I do not know
6. In the Account fields, enter the email address for the account.
7. Create a password and confirm the password.
8. In the box, type the character or numbers that display.
9. Check the Terms and Conditions and BAA boxes.
10. Click **Continue**.

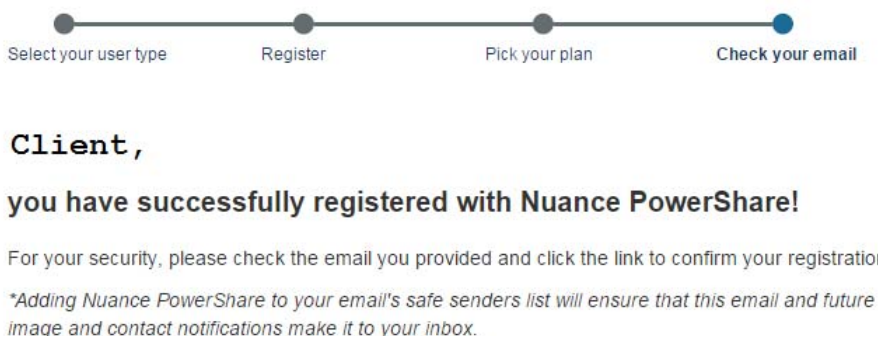
Pick Your Plan

At the Pick Your Plan dialog, choose the PowerScribe trial plan and click **Next**.

You will not be bound by any of the free trial items.



The following PowerShare registration dialog displays.



Add a User to a PowerShare Account

As an imaging facility administrator you can create additional users who can perform certain functions within the context of your PowerShare account. This ensures that all HIPAA audit trails are maintained for unique user names, and to avoid sharing of generic user credentials.

NOTE: Only the account owner can create, edit, and delete administrator accounts. Both owners and administrators can create, edit, and delete clerk accounts, and anyone can create stat/temp accounts.

PowerShare User Accounts

As an imaging facility administrator, you can create additional users who can perform certain functions within the context of your PowerShare account. This ensures that all HIPAA audit trails are maintained for unique user names and to avoid sharing of generic user credentials.

NOTE: Only the account owner can create, edit, and delete administrator accounts. Both owners and administrators can create, edit, and delete clerk accounts, and anyone can create stat/temp accounts.

Add New User Account

To add a new user:

1. Click the **Admin** tab.
2. Click the **Manage Users** icon.
3. Click the **Create New** button.
4. From the Type drop-down list, select either the Admin, Clerk, or Stat/Temp user type:
   - Admin users have full privileges and can perform all functions except for creating additional administrator users.
   - Clerk users can perform functions other than administrative ones.
   - Stat/Temp users are limited to uploading and viewing their own images. You can assign a 1 hour, 1 day, 2 day, 1 week or 2 week expiration to a Stat/Temp account.
5. Enter the remaining information for the user (name, email, password, and so on).
6. When finished entering the information, click Submit.

Edit Existing User Account

To edit an existing user:

Click the Admin tab.

Click the Manage Users icon.

Click the Edit button (located on the right side of the user's information row) and revise the information for the user.

When finished making your changes, click Submit.

Delete User Account

To delete an existing user:

1. Click the **Admin** tab.
2. Click the **Manage Users** icon.
3. Click the trash can icon (located in the right-most column of the user list) for the user you want to delete.
4. After the prompt, click **OK** to delete the account.

POWERSHARE® CONNECTIVITY REQUIREMENTS 2

IPs / Ports Connectivity

In order for the PowerScribe 360 network to communicate with the PowerShare network, a PowerShare accelerator component establishes the communication channel. For communication, IPs/ports and URLs are necessary for network traffic. Rest assured, no data will be transferred to or from your PowerScribe 360 | Reporting system without your consent and activation.

The range for all external IPs is 216.52.195.129/26.

The list specifies the specific IPs/ports and URLs required for network traffic access:

URL	IP	Port
upload.seemyradiology.com	216.52.195.172	443
upload1.seemyradiology.com	216.52.195.130	443
gwconfig.seemyradiology.com	216.52.195.148	443
api.seemyradiology.com	216.52.195.186	443
turbo.seemyradiology.com	216.52.195.182	443
hl7.seemyradiology.com	216.52.195.148	443
prrs.nuancepowershare.com	216.52.195.152	443

Alternatively, the adding “*.seemyradiology.com:443” and *.nuancepowershare.com:443 to firewall exclusions would cover the URL and port range.

Manual Revision History

Note: In this table the most recent changes are first by date.

Date	Sec	Page	Change (Paragraph, Sentence, Figure, Table, etc.)	Initials
8/7/15	1	1	Added NPI link. Added Sign in web page.	SEP
8/6/15	2	All	Added PowerShare Connectivity Requirements chapter.	SEP
8/4/15	1	All	First Draft	SEP