ArcBITS Newsletter

ArcSys Hot Tip

If your monitor supports a resolution of 1920x1080 and you are on Red Planet 2.1.10 or later, do the following before logging on: Click on Setup, Terminal and change the Lines to 51. Click Ok, click File, click Save. Now proceed with logging on. Whenever you display a list, you will see as many as 55 lines of detail. This reduces your page up/down clicks.

The Case for Security Control

One of the requirements for managing a computer system is controlling which employees have access to which data base functions. A Red Planet application is composed of a number of files. Each file contains similar data. Data files have relationships between each other. If you don't know what you are doing, it is possible to really screw things up. We have all known what happens to the Insurance Master file when everyone gets to add new insurances. Controlling this type of access is a good thing.

A computer user has four operations they can perform on a record within a file: Reading (viewing), Writing (saving), Creating (making a new record), and Deleting (destroy forever). In your initial installation of Red Planet, all users were allowed to do all four functions on all the files. In order to comply with HIPAA, we are now requiring that a super user make the command decision as to which users have access to which files.

To accomplish this, we are introducing the concept of a "role" such as Admin, Appointments, Billing, Nurse or Physician. Each user is assigned to a single role. Each role has different files they have access to. In theory, each user could have their own unique role even though this would be a little tedious to setup.

When a super user logs onto the system, a check is made to see if all the roles have been defined and if the users have been assigned to a role. If the setup has not been completed, the super user is given an opportunity to enter into a screen where the action can be performed. The super user also has the capability to add new roles or delete existing roles.

On a very simplistic level, the super user can just accept the default definitions for the 5 roles. Additionally, all users *could* be assigned to the role of Admin, even though our recommendation would be to assign them based on their job function. Giving everyone a role of Admin would have the same effect as when your Red Planet system was initially installed.

The super user can return at any time to the setup process (MAKEUM) and modify the structure of the roles and which users belong to which roles. (You can see the September newsletter for detailed information on how this process functions.)

If all the roles have been defined, then when a new user is created they can be assigned to a role.

You can expect the users to encounter a few "bumps" as they adapt to this change. Maybe the Appointment role needs Write access to the Medical Records file in your office. Or, maybe the Appointment role should never see any Medical record.

As with all Red Planet functions, we maintain a tight audit trail of these changes.

What Are System Audits?

The first super user to log onto the system at the beginning of the day will encounter a process known as a system audit. There are a number of functions that take place at this time. They are each listed here and why they are important. These processes collectively take less than 10 seconds and so their impact is quite minimal. Over the years we have found that these are functions that need monitoring.

Security Log Check—Whenever a user logs on the system, Mvbase makes certain the user is valid and has entered a proper password. If someone outside your business were trying to log in, they would have to guess their way past the account name and then the password. This audit check counts the number of attempts and if anything untoward appears, you will be alerted. Additionally, it will tell you which user(s) was guessing more than 5 times on their password. Maybe an inside "hack" or "senioritis"?

Checking A/R Balances—A major function of Red Planet is to maintain the accounts receivable. This is performed by a program we refer to as CHECKBAL. It verifies the relationship integrity of all the underlying files. If something goes "out of balance" it will require ArcSys support to resolve.

End of Cycle Processing—Surprisingly, it does happen from time to time: People forget to close their month.

Cross Reference Files -If cross reference files have not been built in the past month, a warning is issued.

File Save Running—The backup process, known as a File Save, can become stuck or stalled for a variety of reasons. This check alerts you to take action which is typically to contact ArcSys. A File Save is critical and needs to be performed daily.

Available Disk Space—When Mvbase was installed on your system, a partition of disk space on the server was set aside for all your data base files. When less than 7% of this space is available, a notification will be issued. We can either delete unsused files or increase the size of the partition.

Log On/Off Accounting Maintenance—Everytime a user logs on and off the system, Red Planet keeps track. This way you can know who was on and when. 90 days of information is maintained.

Audit File Integrity—One of the requirements of Meaningful Use is to know if underlying data has been tampered. To that end Red Planet keeps track of changes in what we refer to as the Audit File. But, who/what watches the Audit File? This integrity checking process maintains an audit of the audit.

Rebuilding of Cross Reference Files—In the event it has been over 10 days since cross reference files have been built, this process will perform an automatic rebuild If, for whatever reason, this check fails, the check mentioned above will prevail.

Validation of Security Role Setup—If the security roles have not been completely setup (see the article on page 1), then an opportunity is provided to take this important action.

Logging of Audits—If any of the above functions resulted in a "positive", a log is made, and a "green" message will appear in the menu.

It has been over 31 days since the last end of cycle was completed. If you have questions, call ArcSys support 801-571-0905.

Red Planet 2.1.10