



Implementation Checklist for Office Administrators

The purpose of this checklist is to assist you in assessing the state of staff in transitioning to COMPASS. All materials referenced on this page is located from the Seton Physicians Portal, Doctors Link: www.doctors.seton.net/CompassHelp

STAFF TRAINING

- Complete the *COMPASS Training for Medical Office Personnel* lesson.
- Complete the *COMPASS Competency Worksheet* for each staff member.

COMPASS USE

- The **COMPASS Account Request Form** is for all non-Seton staff accounts for all staff members who will use COMPASS whom are not physicians.
- Note: It is a violation of HIPAA for individuals to use another person's account to access COMPASS. (Physicians will receive a COMPASS Account through the application process as they become credentialed for SETON Family of Hospitals. Physicians that require login assistance should call the SETON Service Desk at 324-1675.
- Establish clear performance requirements with staff to use COMPASS.

SUPER USER STATUS

- Designate a Super User to brief staff on changes.
- Add a COMPASS item to your staff meeting agendas for Super User to brief the staff.

Resources:

- Online Reference Tool located on the SETON Physician Portal called Doctors Link located: <https://doctors.seton.net/COMPASSHelp>
- COMPASS Tips and Tricks are issued to COMPASS users monthly and outline any improvements made in the system during that time. To receive the *Tips and Tricks*, send an email entitled “COMPASS Updates for Medical Offices” to compassinfo@seton.org.
- COMPASS Tips and Tricks is available from Doctors Link, <https://doctors.seton.net>
- If you have questions about COMPASS or need assistance with the login process, please call the Seton ServiceDesk at 512) 324-1675.
(Calls will be routed to the appropriate person based on your need).