User Permissions

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About

The following table contains a list of User Permissions in NextStep Clinical and their definitions. It is important to note that your Agency may have slightly different naming conventions for some permissions than what is listed below. If you cannot find a User Permission and its description, please contact NSS Support.

> **Tip:** To quickly search this table, use the Filter and Sort options. Java must be enabled in order to use these capabilities.
>
> - **Filter**: Enter specific keywords into the Filter field. As you enter characters, the rows in the table will be filtered to only display results that match what you typed into the Filter field. Do not use commas to separate keywords.
> - **Sort**: Click one of the column headers to sort that column from A-Z or Z-A.

Show 50 entries

Filter:

User Permission	Description
Ability to Pay Setup	Allows users access to the Admin tool to set up an ability to pay (ATP) table with information that calculates the client's % of responsibility. **Note**: the **ATP** amount can be manually added to the Billing Engine under **Client Insurance**.
Add Recurring Payments	This Payment Center (Swerve Pay) permission allows users to set up a payment plan for a client.
Add Referral Sources enabled	This process permission enables a user's ability to add referral sources on the Face Sheet, as opposed to having to select one from the drop-down menu.
Administrative Reports	Allows users access to Supervisor-level reports.
Alert Management	This Dispensing permission allows users in the Clinical site to access and modify Alert Management for a client.
Bed Management	Allows users the ability to manage beds for Residential programs.
Bed Setup	Allows users access to Admin tool to modify buildings/rooms/beds for Client Locations. This is typically used in a Residential setting.
Billing Reports	This Practice Management permission allows users in the Clinical site to run Billing Reports.
Billing Tasks	Allows users access to the Admin tool that acts as an audit trail indicating situations in which information had been changed in the Clinical site after it was previously sent to the Billing Engine. Agencies can use this report to identify items that were changed in Clinical and need to be adjusted in the Billing Engine.
Can Acknowledge Orders	Allows users to acknowledge Orders in Dispensing. This Dispensing Module permission is turned on in the Clinical site but dictates what the user can do in the Dispensing Module. This is typically enabled for Providers.
Can Add/Edit UDS	Allows users to add/edit UDS (screenings) in Dispensing. This Dispensing Module permission is turned on in the Clinical site but dictates what the user can do in the Dispensing Module.

User Permission	Description
Can Delete Clinical UDS Results	Allows users to delete Clinical UDS results under the Screenings tab. This Dispensing Module permission is turned on in the Clinical site but dictates what the user can do in the Dispensing Module.
Care Log Setup	Allows users access to the Admin tool to create/modify Care Logs. Care Logs are typically used in a Residential setting.
Care Logs	Allows users access to Care Logs to record expected behaviors or daily activities for a single client. This is used in a Residential setting.
Case Assignments	Allows users access to a list of clients and which users they have assigned to them.
Case Role Setup	Allows users access to the Admin tool to create new Face Sheet Case Role drop-down selections and teams to handle client cases.
CCDA Reconcile	Allows users access to reconcile medications, allergies, and problem sections of incoming CCDAs sent via Direct Messaging with a client's existing data in NextStep.
Census Billing	Allows users access to enter and seal the daily census. This is typically used in an Inpatient/Residential setting.
Chart/Progress Notes	Allows users access to chart on a client's Outcomes, Goals, and Objectives as identified in the Treatment Plan.
Checklists	Allows users access to record bed checks or hourly rounds for multiple clients at once. This is used in a Residential setting.
Client Search	Allows users access to the Client Search feature.**Note**: If the permission does not display in Maintain Users, contact NextStep Support to provide your Agency with the Client Search Main Menu Setup.
Confirm Auths	This process permission allows users to confirm Authorization information be sent from Clinical to the Billing Engine.
Copy Auths	Allows user access to the Admin tool to copy an Authorization or Authorizations to all clients, active clients, or select clients.
Correction enabled	This process permission allows users to unseal, delete, or move Forms/Notes in the Document Center. This permission is recommended only for Admin/Supervisor users.
Create/Edit Questions/Sets	This MOST Interactive permission allows users to create/modify questions and sets within MOST Interactive.
Disable finalization for "Custom Note Name"	This Note permission restricts a user from finalizing a Custom Note if your Agency uses them.
Disable finalization for Chart/Progress Notes	This Note permission restricts a user from finalizing Chart/Progress Notes. The user will not see the Enter Charts (Final) button in Chart/Progress Notes.
Disable finalization for Group Notes	This Note permission restricts a user from finalizingGroup Notes. The user will not see the Enter Charts as Final button in Group Notes.
Disable finalization for Medical Notes	This Note permission restricts a user from finalizing Medical Notes. The user will not see the Enter Note (Final) button in Medical Notes.
Disable finalization for Misc Note	This Note permission restricts a user from finalizing Misc Notes.The user will not see the Enter Note (Final) button in Misc Notes.
Disable Reminders List	Disables a user's Reminders List screen that displays when logging into NextStep Clinical.

User Permission	Description
Dispensing - Setup Medications	Allows users access to the Admin tool to view and set up medications that are to be dispensed in the Dispensing Module.
Dispensing Settings	This Dispending permission allows users in the Clinical site to change alert types, frequencies, and screenings. This is typically a permission assigned to Administrators.
Document Center	Allows users access to the Document Center which is a "chart" and contains details of the client's record, broken down by episode of care.
Dose History	This Dispensing permission allows users in the Clinical site to review Dose History in the current and active dose order.
DSM-5	Allows users access to the Diagnosis widget that contains DSM-5 and ICD-10 codes.
eMAR	Allows users access to eMAR (electronic medication administration record).
eMAR Reports	Allows users who have eMAR enabled, access to eMAR specific reports.
Enable to Accept or Deny a proposed amendment to any form or note (all clients)	This process permission allows the user to accept or deny amendments to a Form or Note and add reasoning associated with the selection. A user can accept or deny amendments proposed by any user for any client. **Note**: If the user has this permission selected, then the permission, Enable to Accept or Deny a proposed amendment to form or note (user caseload), should be deselected.
Enable to Accept or Deny a proposed amendment to form or note (user caseload)	This process permission allows the user to accept or deny amendments to a Form or Note and add reasoning associated with the selection. A user can only accept or deny amendments for their caseload.
Enable to Add/Edit/Delete Client Insurance	This process permission gives users the ability to modify client insurance records in the Insurance (Billing) widget.
Enable to Allow or Prevent a note from going to the Portal	This process permission allows the user to prevent a note from being sent to the Client Portal. If the user is given this permission, they will be presented with a window to select Yes or No, and if No is selected, the user will be required to enter the reason they are preventing the note from going to the Client Portal.
Enable to Edit Medications	This process permission allows users to edit a medication in the Med Plan.If enabled, the Edit Medication button is displayed. It is recommended for Agencies who use DrFirst/ePrescribe to disable this permission for users since this feature is intended for the non-ePrescribe Medication Plan.
Enable to Override Medications	This process permission allows users to override a medication start and stop date in the Med Plan. If enabled, the Override Start Date and Override Stop Date buttons are displayed. It is recommended for Agencies who use DrFirst/ePrescribe to disable this permission for users since this feature is intended for the non-ePrescribe Medication Plan.
Enable to Stop Medications	This process permission allows users to stop a medication in the Med Plan. If enabled, the Stop Medication button is displayed. It is recommended for Agencies who use DrFirst/ePrescribe to disable this permission for users since this feature is intended for the non-ePrescribe Medication Plan.
Enrollment	Allows users to either enroll a client into a program or enroll a new client into a pending status.
Export Form Data	Allows users access to export data from forms into a CSV file.
Face Sheet	Allows users access to the Face Sheet to create a new client ID, add client demographics, change their Location, and admit a client.

User Permission	Description
Follow-Up Forms	Allows users access to post-discharge Forms.
Form Builder	Allows users access to the Admin tool to create/modify Forms.

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