

Allscripts® Unity

Resetting a user password in Allscripts Professional EHR

Last updated: October 29, 2019

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Published Date: October 29, 2019 for Allscripts[®] Unity

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Introduction

The following document describes how to reset an Allscripts Professional EHR user's password. It is designed for use by system administrators and developers working with Allscripts Unity and Ubiquity. For extensive documentation on Professional EHR, go to the Product Documentation section on ClientConnect (<u>https://documentation.allscripts.com/</u>). This requires an Allscripts Central login and password.

Password reset

1. Log into Professional EHR.

Allscripts Professional EHF	₹™
Clinical Module 18.2.2	
Production Database	
User Name	
Password	
Password	
Database	
EMR	
Login	
Enter Login Name and Password	[⊗] Allscripts ⁻
	ONC Certified HIT
Copyright © 2019 Allscripts Healthcare Solutions, Inc	EHRI

2. On the right, click Launch > Administration Module.



Allscripts Professional	EHR	- 🗆 ×
Desktop Patient		📿 "AUKAM, Andrew (MDRX) 🔹 😥 🕐
🗟 😟 🚳	Appointments	III
Main ^		Today -1 +1 Actions ^
Deleted Messages	^ Time Check In Started Check Out Tr Labs Risk Patie Age / Patie Careg Location Referred C Modules Administration Module Administration Module Administration Module Administration Module Administration Module	Comme È Send Message

The application logs you in as an administrative user.

Allscripts Professional EHR™	
Administration Module 18.2.2	
Production Database	
User Name	
MDRXALAUKAM	
Password	
••••••••••••••••••••••••••••••	
Database	
EMR (Host: MDBCL1-AG1L: 1433)	
Login	
Login successful (40%) Sector Allscripts	
ONC Certified HIT 2015 EDITION HEALTH IT MODULI Copyright © 2019 Allscripts Healthcare Solutions, Inc.	

- 3. Click Caregivers.
- 4. Click the user (which normally includes the partner name).

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Name			Classification		
Title:	I		Туре:	Administrator	~
First Name:			License Type:	Clinical	
Middle Initial:			Specialty:	Undefined	~
Last Name:	ADP		Sign Off Charts:	Yes	~
Suffix:			Status:	Active	~
SSN: Login Login Name:			Billing Interface	giver Can Revie	
Login	rd:	ows Authentication	Block Result	States and States and	

- 5. In **New Password**, enter a new password. Because you will be updating this a second time, it is fine to use something simple.
- 6. In Verify Password, enter the new password again.
- 7. Click OK.
- 8. On the right, select your login name > **Logout**.

					(AUKAM, Andrew (MDRX)	• 10
Settings License & Registration	Caregivers					Logout (Ctrl+F12) Exit (Alt+F4)	
Site ID Proofing						Change Password	
Site Settings	Djsplay: Users	V Location: «	All Locations>	~		Security Questions	
Gt Locations	Name A	Login Name	Туре	Specialty	License Type	Auto-Logoff Settings	
Caregivers	2 360 Care PE,	360CARE	Undefined	Undefined	Non-Clinical (Medical Stude.	-	
Contemporary Contemporary (Contemporary Contemporary Cont	& aac8849, aac8849	AAC8849	RN	Undefined	Non-Clinical (Medical Stude-	- Never	
Security Enforment	🔒 Abbey, RN, Kaitlin M	KMA7764	Clinical Staff	Undefined	Non-Clinical	Today	
A Message Subjects	♣ abf7147, abf7147	A8F7147	R14	Undefined	Non-Clinical (Medical Stude.	. Never	
Dictionary	🔒 Abid Ali, Sana (MDRX)	MDRXSABIDALI	Administrator	Undefined	Support	Within a week	
🏂 Instant Message Groups	🔒 Abnormal, Pathology	OBCLASS	Workflow	Undefined	Non-Clinical	Never	
Community	🔒 Acharya, Dhan M	DMA0019	Clinical Staff	Undefined	Non-Clinical	A year ago	
S Configure Connections	🔒 Adams, Kristi	KLF0617	Clinical Staff	Undefined	Non-Clinical	Today	
Community Settings	🔒 adb4506, adb4506	ADB4506	R44	Undefined	Non-Clinical (Medical Stude.	- Never	
Patient Identifier Sources	🔒 Admin, System	SYSADMIN	Administrator	Undefined	Non-Clinical	2 years ago	
Outbound Traffic	🔒 admin2, admin2	ADMIN2	Administrator	Undefined	Non-Clinical	Never	
Outbound Direct Messages Event Log	ADP, Phreesia	PHREESIA	Administrator	Undefined	Clinical	Today	

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9. Close the Administrative Module login screen.

😻 Administration Module - Allscripts Professional EHR		<u>01</u> 20	×
	Allscripts Professional EHR™		
	Password Database EMR (Host: MDBCL1-AG1L:1433) Logn		
	Enter Login Name and Password ONC Certified HIT SPISEOTION MILEALTHI MODULE		
	Copyright © 2019 Alscripts Healthcare Solutions, Inc. EHR1		

10. On the right, select your login name > **Logout**.

Allscripts Professiona		- 🗆 ×
Desktop Patient		Q AUKAM, Andrew (MDRX) - P
南 道 卤 《 Main 个	Appointments	Logout (Ctrl+F12) Exit (Alt+F4) Change Password Security Questions
Appointments	Pending: 0 Checked in: 0 Started: 0 Checked out: 0 Totat: 0	Auto-Logoff Settings
 Open Encounters Inbox Deleted Messages 	Time Check In Started Check Out Tr Labs Risk Patie Age / Patien Careg Location Referred Comme	Send Message
Draft Messages		Inboxes ^
all Outbox		Appointments
Outlook Inbox		Open Encounters
Batch Refil		0
Reminders		Result Notifications
Results		Messages
Report Results		0
Output Queue		Web Messages
Referrals		Bc Refill Requests
Questionnaires		0
Office Admin		Document Review
Work Log		Action Items
Billing Reconciliation		0
Audit Encounters		Received Charts
Active Users		
eRx Queue		Report Results
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11. Launch the Clinical Module a second time.

Allscripts Professional EHR	1.10	×
Allscripts Professional EHR Clinical Module 18.2.2 Production Database Veer Name Preesia Pree		×
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- 12. Log into the Clinical Module again with the partner username and password you just updated.
- 13. The system prompts you to reset the new password. Click **OK**.



Allscripts Professional EHF Clinical Module 18.2.2 Production Database	₹ ™
Warning	×
Your password has expired and must be OK Login	changed in order to log in.
Processing login (35%)	⊗ Allscripts [_]
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14. Enter the previously updated password, and then enter a new (more complex) password. Verify the new password, and then click **OK**.



Allscri Profes	sional	EHR	TM	
Change Password		×		
Login Name. Old <u>P</u> assword:				
New Password:				
⊻erify New Passwo	rd: •••••]	
	OK	Cancel		
Login				
Processing login (35%	4)		8	Allscripts
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