

Maintain Departments



Course Overview

Use Maintain Departments to add, update, or manage departments in CorrecTek Spark. Departments determine user access and privileges within the software. A user's permissions are based on the department(s) to which they are assigned.

This guide explains how to add, update, or manage departments using the CorrecTek Spark EHR software.

Use This Guide When

- Adding a new department
- Altering department privileges

What You'll Be Able to Do

- Access Maintain Departments
- Add a new department
- Update an existing department
- Set department privileges

Maintain Departments



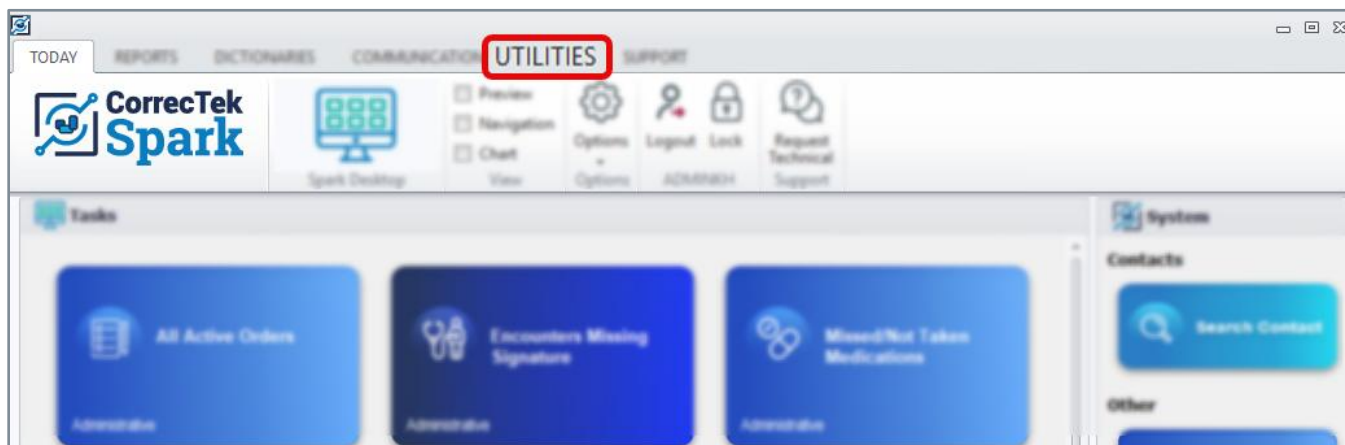
Topics Covered

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Maintain Departments

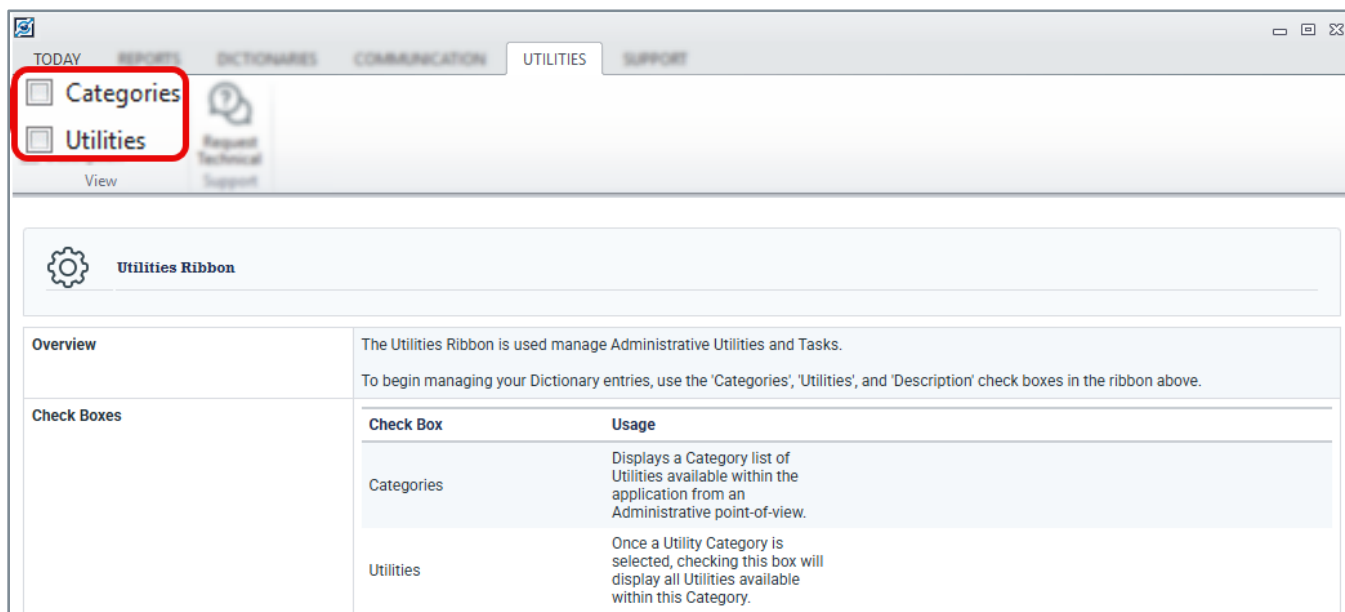
Spark Desktop

From the Spark Desktop, click **Utilities**.



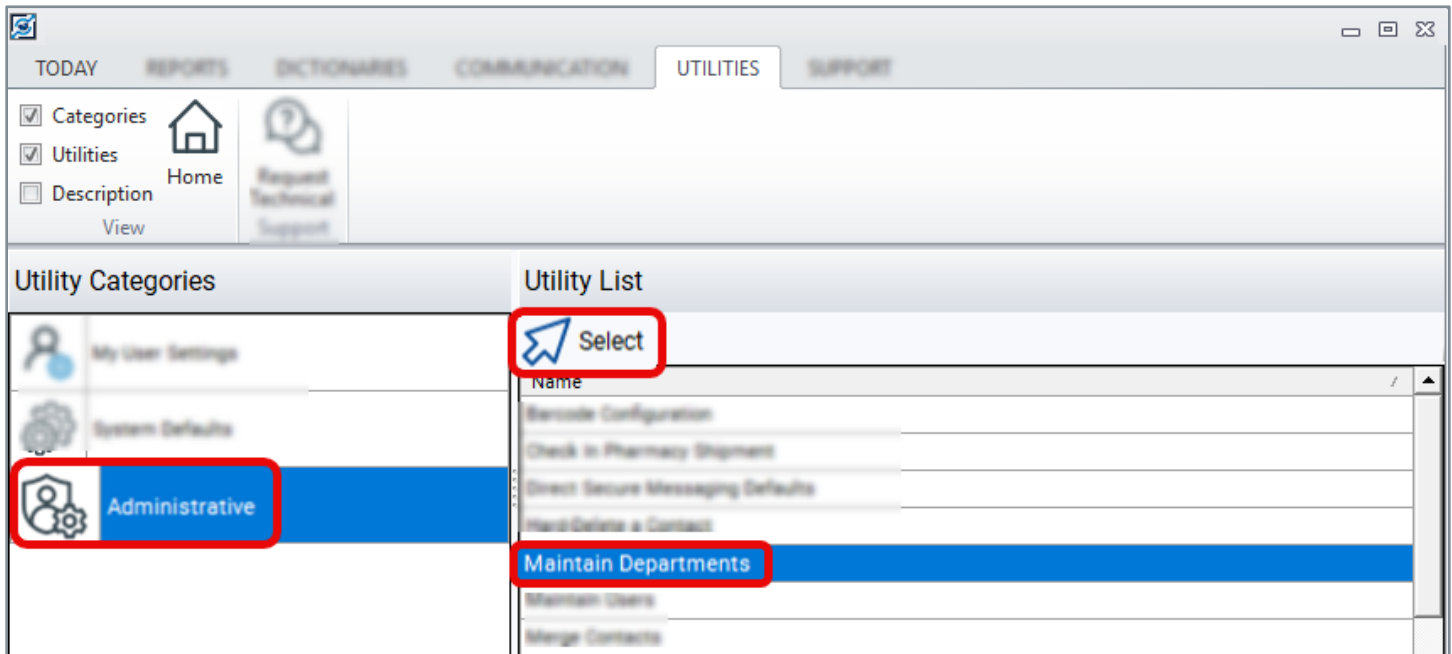
Utilities

Select **Categories** and **Utilities** from the View.



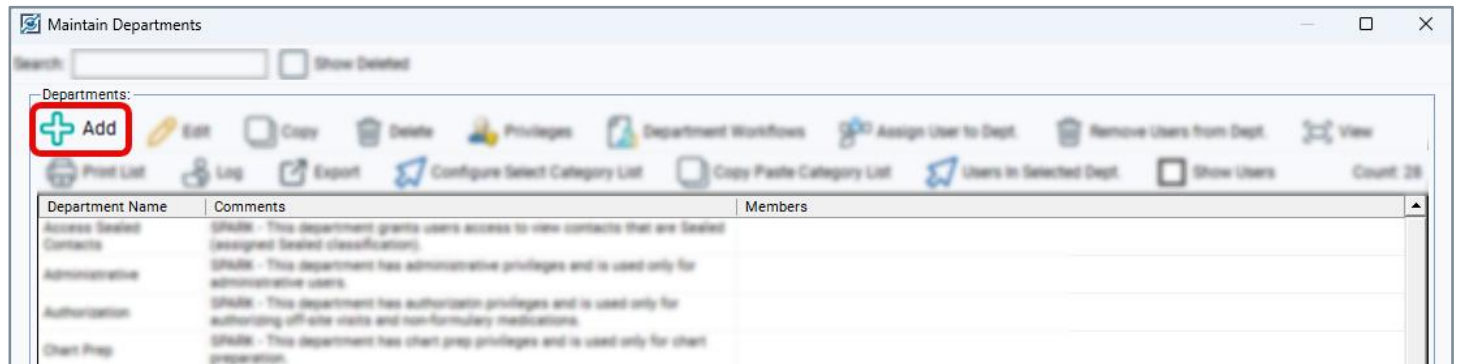
In the Utility Categories on the left, highlight **Administrative**. In the Utility list on the right, highlight **Maintain Departments**, then click **Select**.

Maintain Departments



Add a New Department

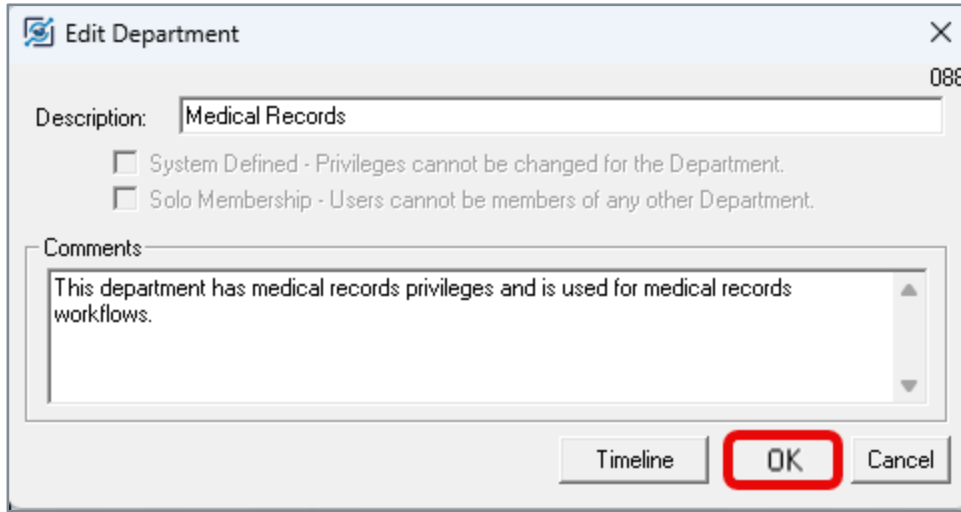
The Maintain Departments screen opens. To add a department, click **Add**.



For more information, see Maintain Departments reference.

Enter a description for the department and optional comments then click **OK**.

Maintain Departments



Edit Department [X] 088

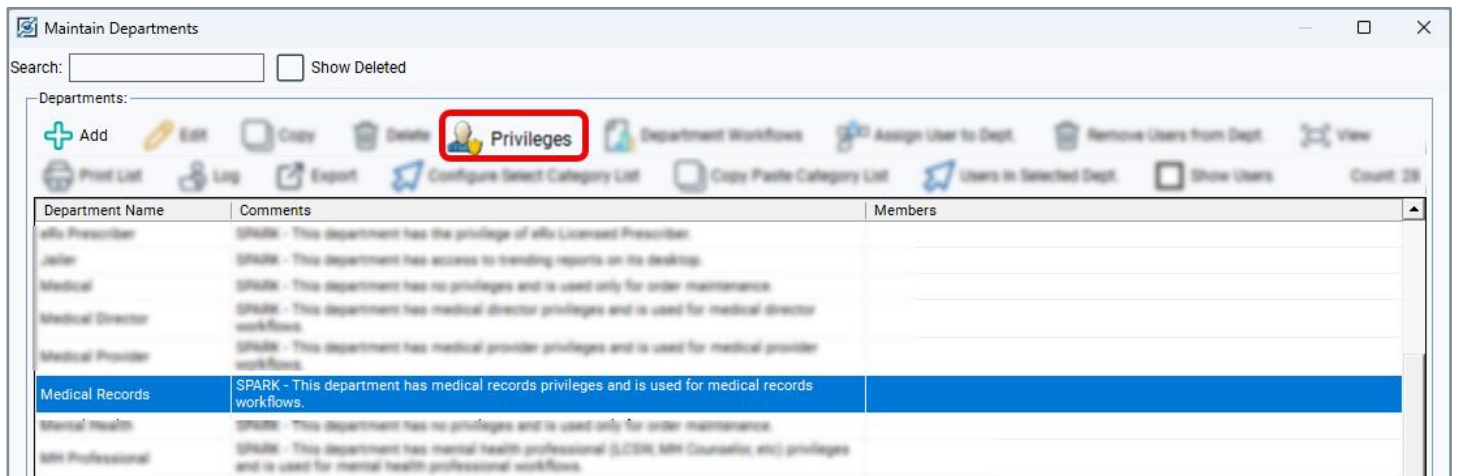
Description:

☐ System Defined - Privileges cannot be changed for the Department.
☐ Solo Membership - Users cannot be members of any other Department.

Comments:

Timeline **OK** Cancel

The department is added to the list. To assign privileges, highlight the department then click **Privileges**.



Maintain Departments [Min] [Max] [Close]

Search: ☐ Show Deleted

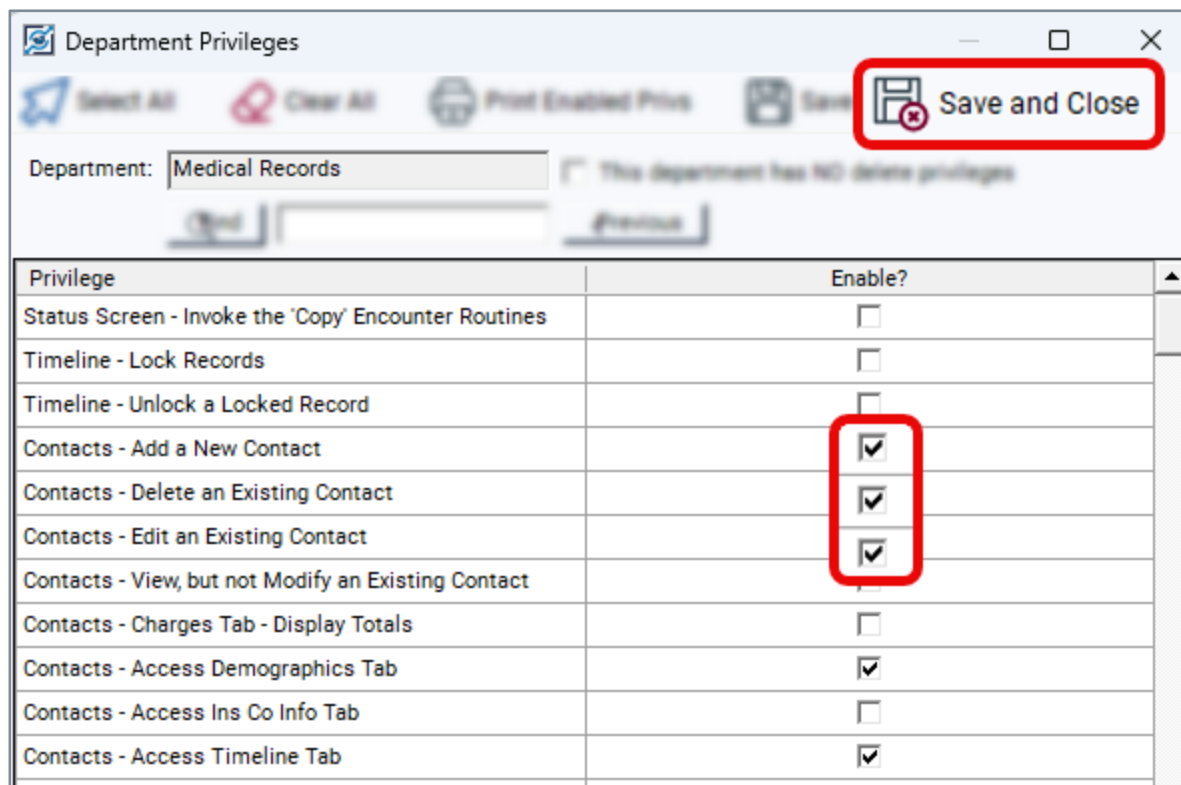
Departments:

Privileges (highlighted)

Department Name	Comments	Members
allo Prescriber	SPARK - This department has the privilege of allo Licensed Prescriber.	
Jailer	SPARK - This department has access to trending reports on its desktop.	
Medical	SPARK - This department has no privileges and is used only for order maintenance.	
Medical Director	SPARK - This department has medical director privileges and is used for medical director workflows.	
Medical Provider	SPARK - This department has medical provider privileges and is used for medical provider workflows.	
Medical Records	SPARK - This department has medical records privileges and is used for medical records workflows.	
Mental Health	SPARK - This department has no privileges and is used only for order maintenance.	
MH Professional	SPARK - This department has mental health professional (LCSW, MH Counselor, etc) privileges and is used for mental health professional workflows.	

Check each privilege to enable then click **Save and Close**.

Maintain Departments



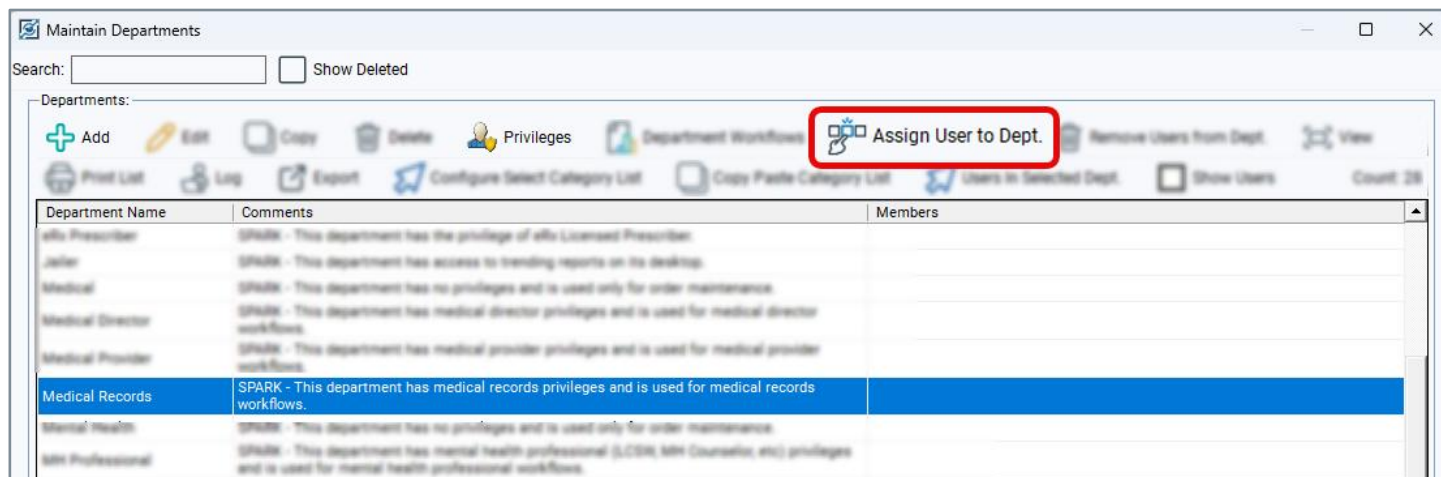
Department Privileges

Select All Clear All Print Enabled Priv Save **Save and Close**

Department: ☐ This department has NO delete privileges

Privilege	Enable?
Status Screen - Invoke the 'Copy' Encounter Routines	☐
Timeline - Lock Records	☐
Timeline - Unlock a Locked Record	☐
Contacts - Add a New Contact	☒
Contacts - Delete an Existing Contact	☒
Contacts - Edit an Existing Contact	☒
Contacts - View, but not Modify an Existing Contact	☐
Contacts - Charges Tab - Display Totals	☐
Contacts - Access Demographics Tab	☒
Contacts - Access Ins Co Info Tab	☐
Contacts - Access Timeline Tab	☒

To assign users to the selected department, click **Assign User to Dept.**



Maintain Departments

Search: ☐ Show Deleted

Departments:

+ Add Edit Copy Delete Privileges Department Workflows **Assign User to Dept.** Remove Users from Dept. View

Print List Log Export Configure Select Category List Copy Profile Category List Users in Selected Dept. Show Users Count: 28

Department Name	Comments	Members
Phlebotomist	SPARK - This department has the privilege of all Licensed Phlebotomist	
Referral	SPARK - This department has access to trending reports on its desktop	
Medical	SPARK - This department has no privileges and is used only for order maintenance	
Medical Director	SPARK - This department has medical director privileges and is used for medical director workflows	
Medical Provider	SPARK - This department has medical provider privileges and is used for medical provider workflows	
Medical Records	SPARK - This department has medical records privileges and is used for medical records workflows	
Mental Health	SPARK - This department has no privileges and is used only for order maintenance	
MH Professional	SPARK - This department has mental health professional (LCSW, MH Counselor, etc) privileges and is used for mental health professional workflows	

Check each user to assign to the department then click **Select**.

Maintain Departments

Select User(s) to Assign to Department: Medical Records (only showing users not already in this department)

Search: ☐ Show Deleted ☐ Show Suspended  Maintain Departments

-Users:

 **Select**  Add  Edit Login Name  Manage Display Names  Delete  Copy  Set Password

 Assign Contact  Edit Contact  Clear Contact  Print List  Single Step Login  Log Count: 14

SYSTEM POLICY - "Display the User's Assigned Contact Name if no Assigned Display Name" IS IN EFFECT  Help on User Names

Check	User	Deleted/Suspended	Contact
☒	Christa CorrecTek		Christa CorrecTek
☐	Dennis Dentist		Dennis Dentist
☐	ERXADMIN		eRx Admin CorrecTek
☒	Kristen V Doe		Kristen V Doe
☒	Kyle Q Doe		Kyle Q Doe
☐	Lee Spark, MD		Lee Spark, MD
☐	Leroy Sanders		Leroy Sanders

Edit a Department

Highlight the department in the list, then click **Edit** to edit the name or comments. Click **Privileges** to enable or disable privileges.

Maintain Departments

Search: ☐ Show Deleted

Departments:

 Add  **Edit**  Copy  Delete  **Privileges**  Department Workflows  Assign User to Dept.  Remove Users from Dept.  View

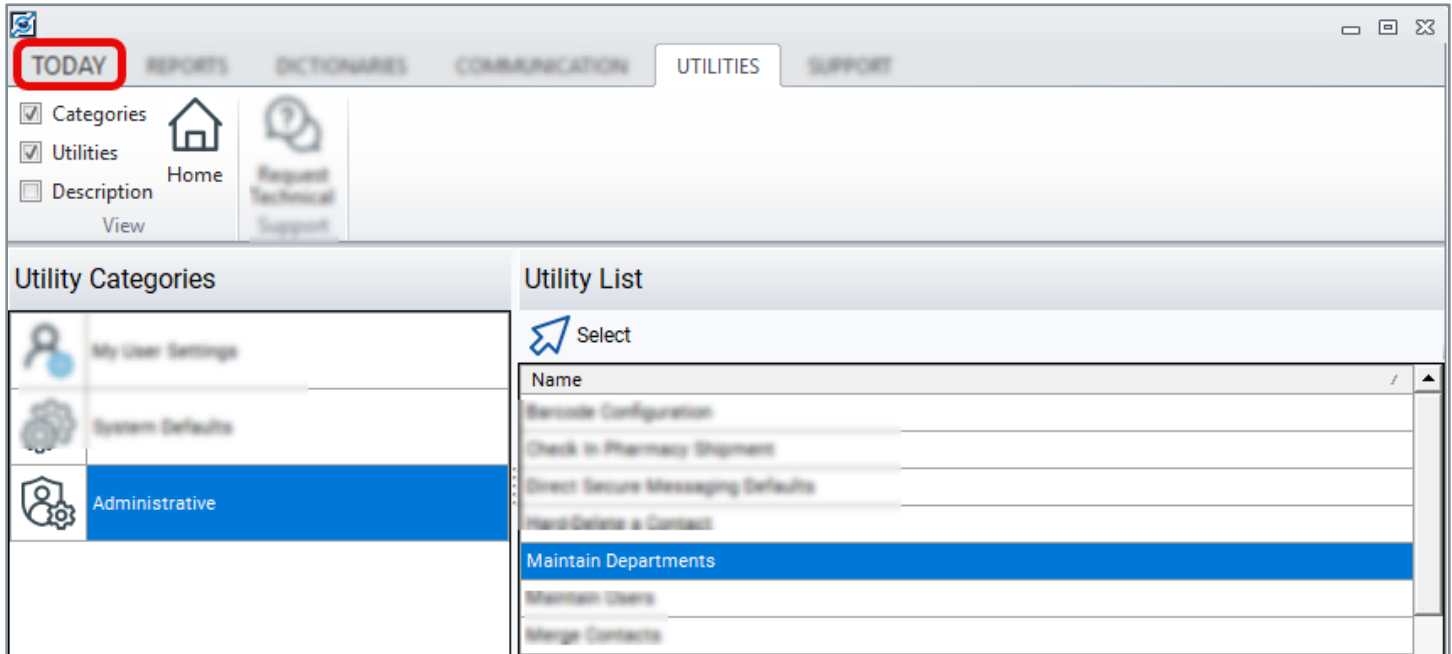
 Print List  Log  Export  Configure Select Category List  Copy Paste Category List  Users in Selected Dept.  Show Users Count: 28

Department Name	Comments	Members
elix Prescriber	SPARK - This department has the privilege of elix Licensed Prescriber.	
Jailer	SPARK - This department has access to trending reports on its desktop.	
Medical	SPARK - This department has no privileges and is used only for order maintenance.	
Medical Director	SPARK - This department has medical director privileges and is used for medical director workflows.	
Medical Provider	SPARK - This department has medical provider privileges and is used for medical provider workflows.	
Medical Records	SPARK - This department has medical records privileges and is used for medical records workflows.	
Mental Health	SPARK - This department has no privileges and is used only for order maintenance.	
MH Professional	SPARK - This department has mental health professional (LCSW, MH Counselor, etc) privileges and is used for mental health professional workflows.	

Return to Spark Desktop

Click **TODAY** to return to the Spark Desktop.

Maintain Departments



The screenshot shows a software interface with a top navigation bar containing 'TODAY' (highlighted with a red box), 'REPORTS', 'DICTIONARIES', 'COMMUNICATION', 'UTILITIES', and 'SUPPORT'. Below the navigation bar is a sidebar with 'Categories', 'Utilities', and 'Description' sections. The 'Utilities' section is active, showing 'Home' and 'Request Technical Support' links. The main content area is divided into two panels: 'Utility Categories' on the left and 'Utility List' on the right. The 'Utility Categories' panel shows 'My User Settings', 'System Defaults', and 'Administrative' (highlighted in blue). The 'Utility List' panel shows a list of utilities, with 'Maintain Departments' highlighted in blue.

Utility Categories	Utility List
- My User Settings - System Defaults Administrative	- Select - Name - Barcode Configuration - Check in Pharmacy Shipment - Direct Secure Messaging Defaults - Hard Delete a Contact Maintain Departments - Maintain Users - Merge Contacts

Related Courses

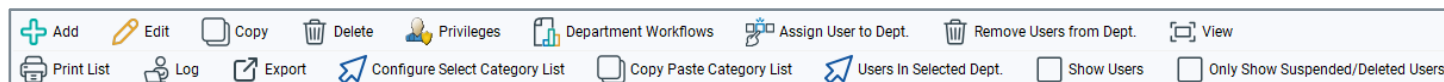
- Maintain Users

Maintain Departments



References

Maintain Departments



Add: Adds a new department.

Edit: Edits the selected department.

Copy: Copies the selected department.

Delete: Deletes the selected department.

Privileges: Enables or disables privileges.

Department Workflows: Displays a list of workflows assigned to the selected department.

Assign User to Dept: Assigns users to the selected department.

Remove Users from Dept: Removes users from the selected department.

View: Opens a record of the department's information.

Print List: Prints the list of departments.

Log: Displays the department's activity log.

Export: Used by CorrecTek staff.

Configure Select Category List: Assigns timeline categories to the department.

Copy Paste Category List: Copies Timeline Categories from a selected department, allowing them to be pasted into another department. This feature helps quickly duplicate Timeline Category configurations without manually recreating them.

Users in Selected Dept: Displays a list of users assigned to the department.

Show Users: Shows a list of users assigned to each department.

Only Show Suspended/Deleted Users: Shows suspended or deleted users assigned to each department.

Return to Add a New Department.