

Creating Pre-approval for Medical Officers in BloodSTAR

Facility Administrators have the ability to pre-approve access a Medical Officer for access to their BloodSTAR site. This means that when a Medical Officer submits an access request for the facility where the pre-approval was created, the Medical Officer will be granted immediate full access to the site.

1. To create a pre-approval, click on the **'Medical Officer Pre-approvals'** link located on your BloodSTAR homepage.

BLOODSTAR Home User Role Management User Access Requests Reports BloodSTAR Messages

Facility Administrator - Home

[My Facility](#)

View and update details about your facility.
Set product preferences for your facility

[User Role Management](#)

Manage users registered to use BloodSTAR at your facility

[User Access Requests](#)

View and approve or reject user access requests at your facility.
There are currently 0 requests pending approval.

[Medical Officer Pre-approvals](#) 1

Manage Medical Officer pre-approvals at your facility
There are currently 0 pre-approved requests at your facility that are not yet Active.

2. From here click on **'Create Pre-Approval'**

Medical Officer Pre-approvals

Medical Officer Name

Filter Clear

Create Pre-Approval 2

Support

phone: 13 000 BLOOD (13 000 25663)
email: support@blood.gov.au
fax: 02 6151 5210

BLOODSTAR

- You will then need to enter the Medical Officers AHPRA Registration Number and click '**Verify AHPRA**'. The system will then populate the details of the user associated with that AHPRA number. Once you have confirmed the identity of the user, click the checkbox '**The Medical Practitioner holds an appropriate position at this facility**' and click '**Create Pre-approval**'.

Create Medical Officer Pre-Approval

AHPRA Registration Number * MED110000013 3 [Verify AHPRA](#)

Name ORTEGA, Roberta

Profession Medical Practitioner

Speciality Haematologist

I have undertaken the necessary steps to confirm the identity of the user and that:

The Medical Practitioner holds an appropriate position at this facility.

[Create Pre-approval](#) [Cancel](#)

- Once submitted, you will get a notification explaining that the pre-approval has been successfully created. If there is any discrepancy between the Medical Officer name recorded in AHPRA name and the Medical Officer name used for the access request, the Facility Administrator will be notified via email.

Medical Officer Pre-approvals

! Pre-approval has been successfully created. 4

Medical Officer Name

[Filter](#) [Clear](#) [Create Pre-Approval](#)

Pre-approval Requested Date	AHPRA Registration Number	Medical Officer	Created By	
12/09/2018 10:17:51 PM	MED110000013	ORTEGA, Roberta	MAMIC, Daniel	Delete

10 items per page 1 - 1 of 1 items

- Facility Administrators will be notified when a pre-approved access request has been granted to the Medical Officer. Until the user requests access, Facility Administrators will have the notification that there are pre-approved requests at your facility that are not yet active.

[Medical Officer Pre-approvals](#)

Manage Medical Officer pre-approvals at your facility

There are currently 1 pre-approved requests at your facility that are not yet Active. 5

Support

phone: 13 000 BLOOD (13 000 25663)
email: support@blood.gov.au
fax: 02 6151 5210