

## Submitting Immunoglobulin Authorisation Requests while Access to your Facility is Pending

Medical Officers can gain provisional access to BloodSTAR for 14 days while awaiting approval of their full access.

Provisional access will allow users to complete the following functions only:

- a. Complete and submit New Initial Authorisation requests.
- b. **Recall, Edit** and **resubmit** New Initial Authorisation requests.
- c. View probable matches when completing a patient search to reduce the chance of creating a duplicate record.

**Please Note:** you will not be able to see all patients at your facility, as that access is restricted to approved users. However, you can view any patients for whom you are listed as the Requesting or Treating Medical Officer at other facilities.

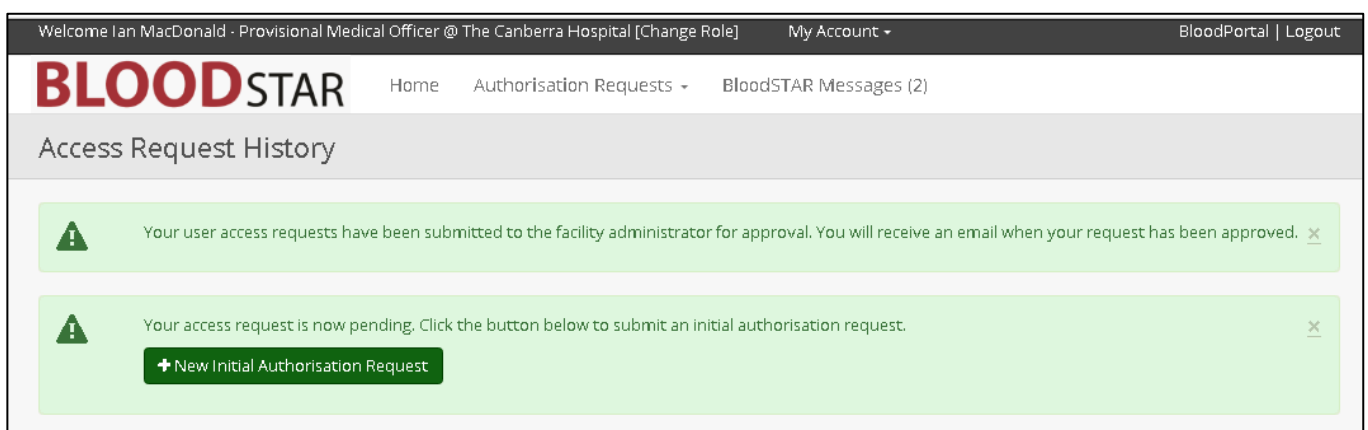
Your provisional access **will be removed after 14 days if not approved by the facility administrator.**

For details on how to request access please see the Tip Sheet *BloodSTAR Registration and Role Request* <https://www.blood.gov.au/bloodstar-support-materials> .

### Submitting a New Initial Authorisation Request while access to your facility is pending

#### A. No other role in BloodSTAR

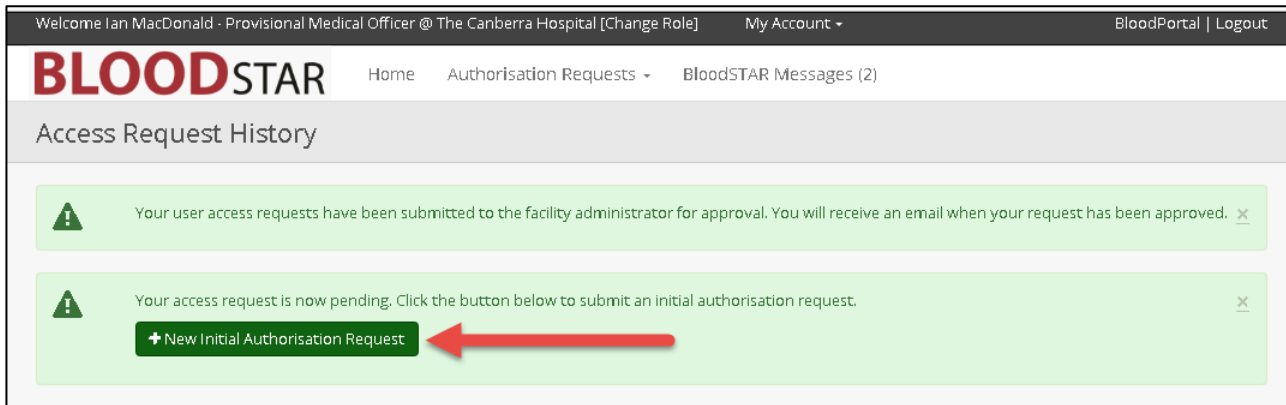
1. Once your access request has been submitted, you will be taken to the **Access Request History** page where you will see information regarding your access request and a link to **New Initial Authorisation Request**



The screenshot shows the BloodSTAR web interface. At the top, there is a navigation bar with the user's name 'Welcome Ian MacDonald - Provisional Medical Officer @ The Canberra Hospital [Change Role]', a 'My Account' dropdown, and 'BloodPortal | Logout'. Below this is the 'BLOODSTAR' logo and a breadcrumb trail: 'Home > Authorisation Requests > BloodSTAR Messages (2)'. The main heading is 'Access Request History'. There are two notification messages in green boxes with warning icons:

- Message 1: 'Your user access requests have been submitted to the facility administrator for approval. You will receive an email when your request has been approved. x'
- Message 2: 'Your access request is now pending. Click the button below to submit an initial authorisation request. x'. Below this message is a green button labeled '+ New Initial Authorisation Request'.



2. Click on the New Initial Authorisation Request button.






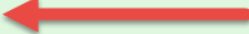
Welcome Ian MacDonald - Provisional Medical Officer @ The Canberra Hospital [Change Role] My Account - BloodPortal | Logout

**BLOODSTAR** Home Authorisation Requests - BloodSTAR Messages (2)

Access Request History

 Your user access requests have been submitted to the facility administrator for approval. You will receive an email when your request has been approved. 

 Your access request is now pending. Click the button below to submit an initial authorisation request. 

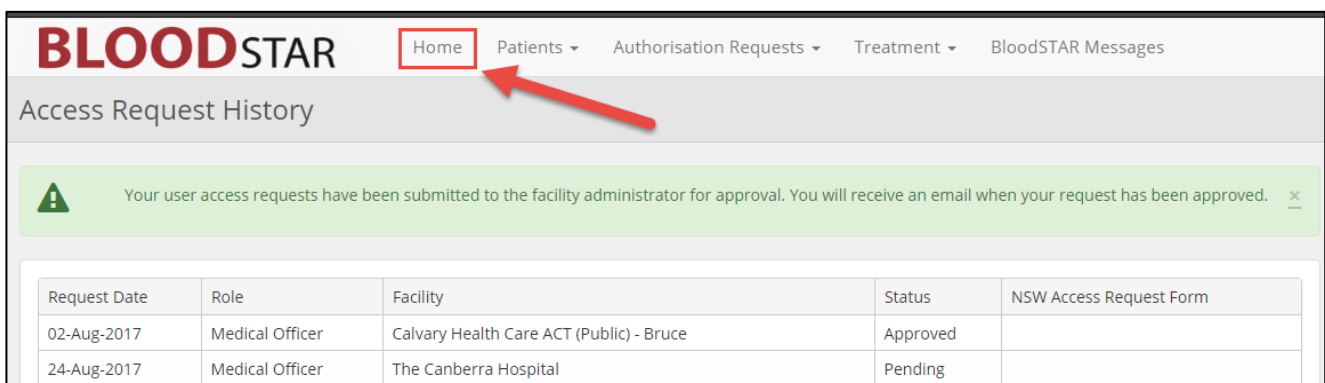
3. You will then be navigated to a New Initial Authorisation Request form, which you will be able to complete and submit as per the normal process. For more details on submitting an Initial Authorisation Request, see the BloodSTAR - Initial Authorisation Request Tipsheet at <https://www.blood.gov.au/medical-officer>.

**Please Note:** You can submit an emergency, serious or standard authorisation request. Emergency requests will be assessed within two hours, Serious within one business day and Standard within two business days. Authorisation requests that have a status of 'Emergency' must be accompanied by a call to your State/Territory Authorisers.

To edit, recall and resubmit initial authorisation requests, see our Tipsheet *Recalling and/or Resubmitting an Authorisation Request* at <https://www.blood.gov.au/medical-officer>



## B. Already have another role in BloodSTAR

1. Once your new access request has been submitted, you will need to navigate to the home page by clicking on Home.



**BLOODSTAR** Home Patients - Authorisation Requests - Treatment - BloodSTAR Messages

Access Request History

 Your user access requests have been submitted to the facility administrator for approval. You will receive an email when your request has been approved. 

Request Date	Role	Facility	Status	NSW Access Request Form
02-Aug-2017	Medical Officer	Calvary Health Care ACT (Public) - Bruce	Approved	
24-Aug-2017	Medical Officer	The Canberra Hospital	Pending	

2. You will see and be able to select the role or facility you want.

Select a Role/Facility	
Role	Facility
<a href="#">Select</a>	Calvary Health Care ACT (Public) - Bruce
<a href="#">Select</a>	The Canberra Hospital

3. You can then start your initial authorisation request by clicking the Authorisation Requests tab then New Initial Authorisation Request

Authorisation Requests

[New Initial Authorisation Request](#)

[My Authorisation Requests](#)

Reference:  Request Type:  Request Status:

Ref	Type	Patient	Medical Condition	Creation Date	Request Date	Authorisation	Status
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4. A warning will appear, specifying that you have only been granted a 14 day provisional access until approved by the facility administrator. During this time you can:
  - a. complete and submit your initial authorisation requests,
  - b. edit, recall and resubmit initial authorisation requests, if required
5. You will then be navigated to a new Initial Authorisation Request, which you will be able to complete and submit as per the normal process. For more details on submitting an Initial Authorisation Request, see our Tipsheet at <https://www.blood.gov.au/medical-officer>.

**Please Note:** You can submit an emergency, serious or standard authorisation request. Emergency requests will be assessed within two hours, Serious within one business day and Standard within two business days. Authorisation requests that have a status of **'Emergency'** must be accompanied by a call to your **State/Territory Authorisers**.

To **edit, recall and resubmit** initial authorisation requests, see our Tipsheet *Recalling and/or Resubmitting an Authorisation Request* at <https://www.blood.gov.au/medical-officer>.

National Blood Authority

## Support

phone: 13 000 BLOOD (13 000 25663)

email: [support@blood.gov.au](mailto:support@blood.gov.au)

fax: 02 6103 3840