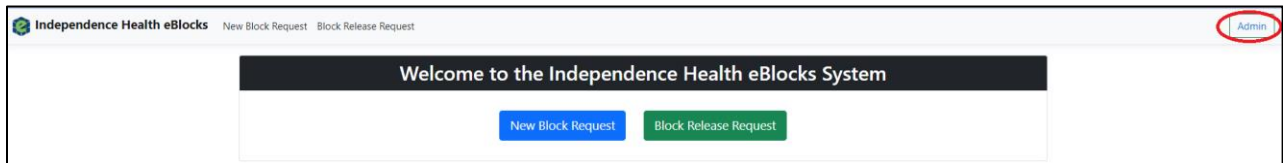


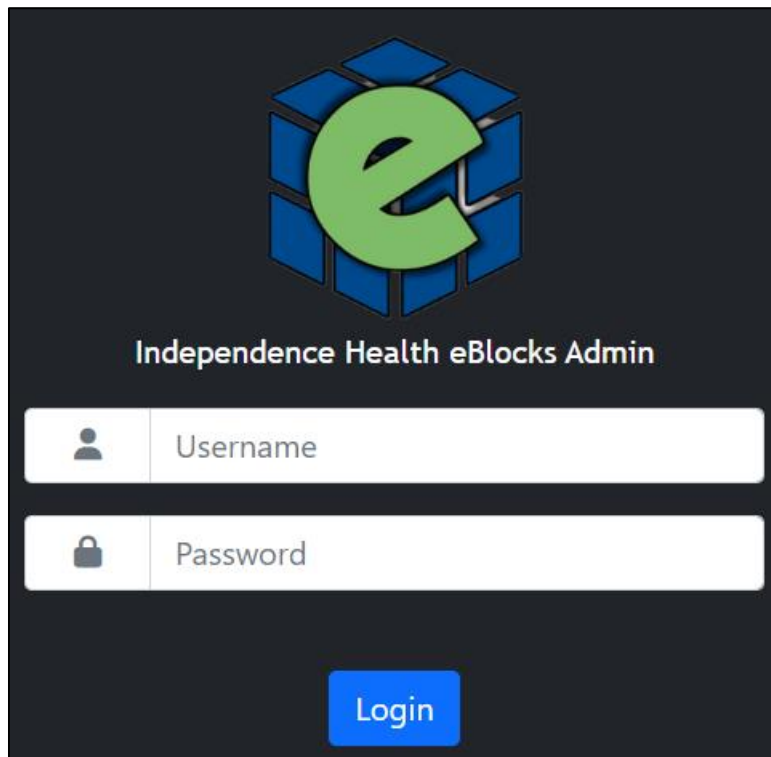
# Independence Health eBlocks Admin User Guide

## Requests for Approval

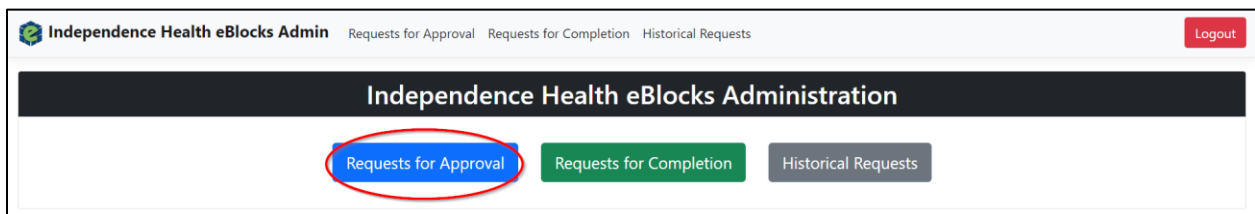
1. From the main Independence Health eBlocks System page, click the "Admin" button on the upper right of the page.



2. Enter your username and password
  - a. You can use your AD credentials for login purposes



3. Click the "Requests for Approval" button



4. Click the "View" button on the request that is being reviewed

Independence Health eBlocks Admin Requests for Approval Requests for Completion Historical Requests Logout

## Requests for Approval

Show 10 entries Search:

ID	Type	Physician/Group	Location	Date Requested
56	New Block Request	J	Latrobe	11/7/2023, 11:48:37 AM

Showing 1 to 1 of 1 entries Previous 1 Next

5. On the block request approval screen you can select the following options:

- a. "Approved"
- b. "Denied"
- c. "Cancel Request"
  - i. You can add private comments in the "Private Comments" box – these comments will only be viewable by Admin personnel
    1. Click "Save Comments" to ensure the private comments are saved to the request
  - ii. You can add notes in the "Notes" box – these notes are viewable by anyone with access to the request they are attached to

← Back to list

Request ID: 56  
Date Requested: 11/7/2023, 11:48:37 AM  
Preferred Effective Date: 11/8/2023  
Physician/Group Name: J  
Contact Name: Test  
Contact Phone: 3135555555  
Contact Email: [redacted]  
Location: Latrobe  
Comments: Surgery

Day of Week	Week of Month	Hours	Swing Indicator
Monday	Week 1	ALL Day (8 hours)	true

Private Comments

Notes

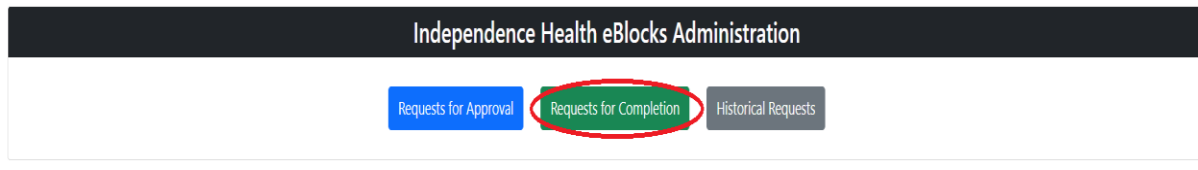
Save Comments

Approved Denied Cancel Request

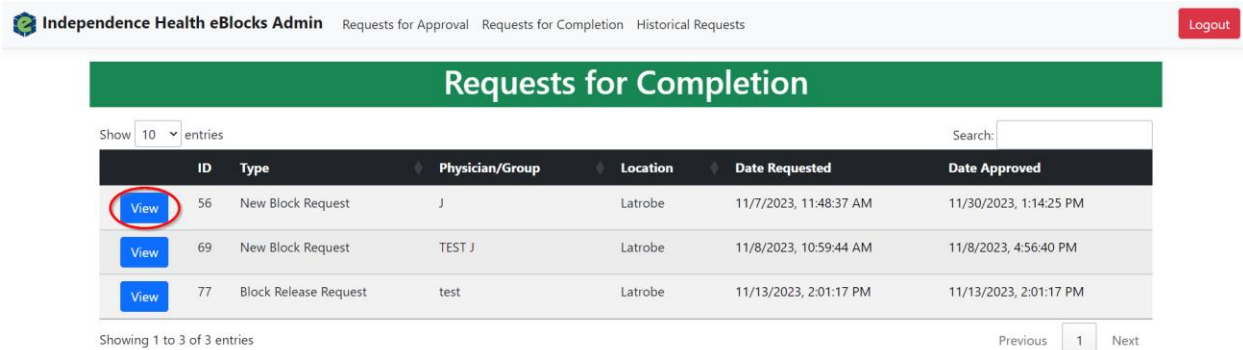
6. A confirmation email will be sent to the appropriate users

## Request for Completion

1. After logging to the admin section of the Independence Health eBlocks tool you can select the "Requests for Completion" button



2. Click the "View" button on the request to be completed



ID	Type	Physician/Group	Location	Date Requested	Date Approved
56	New Block Request	J	Latrobe	11/7/2023, 11:48:37 AM	11/30/2023, 1:14:25 PM
69	New Block Request	TEST J	Latrobe	11/8/2023, 10:59:44 AM	11/8/2023, 4:56:40 PM
77	Block Release Request	test	Latrobe	11/13/2023, 2:01:17 PM	11/13/2023, 2:01:17 PM

3. Select a "Block Name" on the block completion popup
  - a. The "Block Name" is required before the request can be completed
4. Select an "OR" option
  - a. The "OR" is not required to complete a request
  - b. Cancel Request"
    - i. You can add private comments in the "Private Comments" box – these comments will only be viewable by Admin personnel
    - ii. Click "Save Comments" to ensure the private comments are saved to the request

(continue on next page)

5. Click "Complete Request" to approve the current request or "Cancel Request" to cancel the current request

Request ID: 77  
Date Requested: 11/13/2023, 2:01:17 PM  
Physician/Group Name: test  
**Block Name:**  
-- Please Select --  
You must select a Block Name.  
Contact Name: test  
Contact Phone: 7245551212  
Contact Email: myname@independencehealth.org  
Location: Latrobe  
Comments:  
Committee Notes:  
Private Comments  
Save Comments

OR	Date of Block	Time of Block
-- Please Select --	11/13/2023	ALL Day

Complete Request Cancel Request

## Historical Requests

1. After logging into the Admin section of the Independence Health eBlocks tool you can click the "Historical Requests" button to view all of the previous requests that have been submitted for review

Independence Health eBlocks Admin Requests for Approval Requests for Completion Historical Requests Logout

### Independence Health eBlocks Administration

Requests for Approval Requests for Completion **Historical Requests**