



CRStar Insights

New Communication Processes - June 1, 2025

The CRStar by Health Catalyst team will soon transition to a new communication platform to deliver notices of **upgrades, maintenance, announcements, and Insights**. To facilitate this process, a new email field will be available on the *Registrars Profile Screen* in CRStar, under *System Management*. Users must complete this email field if they wish to continue to or begin receiving these announcements.

PLEASE NOTE: To ensure there is no disruption in receiving notifications from the CRStar team, email addresses **must** be submitted by **June 15, 2025**.

If you wish to remove yourself from the distribution list, remove your email address from the *Registrars Profile*.

NOTE FOR SYSTEM ADMINS: It is a good security practice to remove a terminated user's login record under *Security Maintenance*. **IMPORTANT:** Do **NOT** delete the registrar's initials from the System Management / Registrar fields when their user login is deleted.

How to Add an Email Address to the Registrars Profile

Go to System Management > System Management > Registrars

The screenshot shows the CRStar web interface. The top navigation bar includes tabs for Hospitals, Registrars (selected), Physicians, Phys Roster, Initialize Acc, Follow-up Order, Follow-up/OA Letters, Custom Forms, and Zip Code. The left sidebar contains a menu with options like DASHBOARD, ABSTRACT MANAGEMENT, FOLLOW UP MANAGEMENT, ENHANCED REPORTING, SYSTEM ADMINISTRATION, SYSTEM MANAGEMENT (selected), System Management (sub-tab), PREFERENCES, REPORTING, and HELP. The main content area displays the 'Registrars Profile' form for 'JMR'. Fields include First Name (JONATHAN), Last Name (RAKESTRAW), Dept, Phone Nbr, State Id, CRStar Userid (jonathan@ers2025.com), and Contact Email. A red arrow points to the 'Contact Email' field. At the bottom, there are buttons for New, Save, Exit, and Delete.

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