



# CRStar Insights

## Case Admin Initials

This CRStar Insight illustrates how abstractor initials are assigned on the Case Admin screen and the reasons they may **not** be auto-populating.

On the Case Admin screen, abstractor's initials will default based upon the user's login.

The only other requirement for the case to automatically populate initials on the Case Admin screen is that the S/A flag must be set to "A" when abstraction begins, and the abstractor must visit the Case Admin screen during the abstraction process.

The screenshot shows a form with the following fields: S/A (dropdown menu with 'A' selected), Flag (dropdown menu with 'Y' selected), Site (dropdown menu with '50' selected), Seq (dropdown menu with '02' selected), Hsp (dropdown menu with '04' selected), Class (dropdown menu with '10' selected), Diagnosis Date (06 / 07 / 2024), Acc Nbr (04202440230), Med Rec Nbr (redacted), and a Select button. An orange arrow points to the S/A dropdown menu.

Please note, once you have set the flag to "A", ensure all the additional fields in the primary line are completed in-order-to advance to the Diagnosis screen, and to avoid getting locked out of the case.

After the flag is set to "A", you will need to visit the Case Admin screen for the initials to appear.

**NOTE:** If one abstractor starts the case but another abstractor takes over the case at a later time (flag was set to A), the initials on the Case Admin screen will be greyed out. You will need to contact your Client Admin or have the Client Admin submit a ticket to the support portal to give CRStar permission to change the initials.

The screenshot shows a form with the following fields: Date Abstracted (09/03/2024), Abstractor Initials (MGM), RQRS Case (dropdown menu), and State Rpt (I).

## If Initials are NOT Auto-populated:

If a new user was recently added to your CRStar User Logins, you will need to check the Registrars Table to confirm that the user's initials were added and/or that the User Login matches the table.

1. Go to **System Management > Registrar** to find the user's initials:



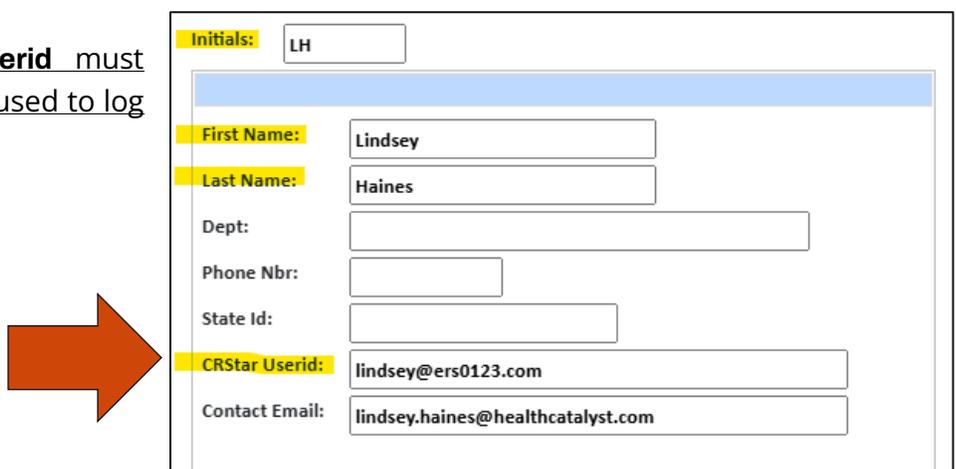
The screenshot shows the CRStar interface. On the left is a navigation menu with 'System Management' highlighted. An orange arrow points from this menu to the main content area. The main content area has tabs for 'Hospitals', 'Registrars', 'Physicians', 'Phys Roster', and 'Initials'. The 'Registrars' tab is active, displaying a table with columns for 'Initials', 'First Name', and 'Last Name'. The table contains several rows of user data. At the bottom of the table are 'New Registrar' and 'Clear Results' buttons.

Initials	First Name	Last Name
TP	Toby	Privattes
LLL	Lolly	Lucus
CCR	Carl	Rise
DP	Diane	Peterson
JB	Joe joe	BRADLEY
VAW	Viper	WORLD
JT	Jelly	TAZER
DMC	Doorbell	CARL
KMB	Kitty	Bobbitt
EMF	Emu	FARMER

2. If the user is not listed, select "New Registrar" to create a profile, complete the highlighted sections as shown below, then click **Save**.

**NOTE:** See Page 156 of the CRStar Resource Manual for additional information.

Please note, the CRStar **Userid** must match the **User ID** that that is used to log into CRStar.



The screenshot shows the 'New Registrar' form. The 'Initials' field contains 'LH'. The 'First Name' field contains 'Lindsey' and the 'Last Name' field contains 'Haines'. The 'CRStar Userid' field is highlighted in yellow and contains 'lindsey@ers0123.com'. Other fields include 'Dept:', 'Phone Nbr:', 'State Id:', and 'Contact Email: lindsey.haines@healthcatalyst.com'. An orange arrow points from the text above to the 'CRStar Userid' field.

3. Check for typos and the .com at the end of the **Userid**.
4. After making changes, you may have to log out of the system and log back in to see the changes.