



IT Self-Service Guide

OPOR-CIS/Novari/Provider Portal/Dragon Dictation

Student Application Access Requests

Audience: This guide is intended to support student access leaders (Education Coordinators, Managers, Clinical Leaders, etc.) in obtaining access to OPOR related applications on behalf of the student. Nova Scotia Health IPPL Academic and Community Partnerships Team will provide application access on behalf of all Nova Scotia Health unpaid Nursing Students and Nurse Practitioner Students.

Application Overview:

- **OPOR-CIS:** Used for all clinical and non-clinical students that require access to patient medical records while in a Nova Scotia Health or IWK Health placement. **The students will use their Nova Scotia Health/IWK Health active directory login and password to access OPOR-CIS.**
- **OPOR Provider Portal:** Used for Medical Undergraduate students, Physician Assistant students, and Nurse Practitioner students that require access to patient records while in a **community placement**. This is a clinical viewer application that integrates with the OPOR-CIS and will eventually replace the current clinical portals, including SHARE and One Content. If the student is placed in an acute/long-term care clinical setting within Nova Scotia Health or IWK Health, **Provider Portal will not be sufficient. OPOR-CIS access will be required to view and document patient care.**
- **Dragon Dictation** – Used for Medical Undergraduate students, Physician Assistant students, and Nurse Practitioner students to enable chart dictation in a clinical setting within Nova Scotia Health or IWK Health.
- **Novari - Medical Imaging Requisition Management (MIRM)** – Used to manage medical imaging requisitions. **Required for all Medical Imaging students. Novari MIRM access requires an internal Nova Scotia Health or IWK Health email address.**
- **Novari - Access to Care (ATC)** - Used for surgery and procedure waitlist management. This application may be required for Medical Office Administration students, if relevant to their placement area. **Novari ATC access requires an internal Nova Scotia Health or IWK Health email.**
- **Novari - eRequest** – Used for referral and waitlist management and integrates with OPOR-CIS, Ocean eReferral, and Novari Access to Care (ATC). This application may be required for Medical Office Administration students, if relevant to their placement area. **Novari eRequest access requires an internal Nova Scotia Health or IWK Health email.**



Application Access Procedures:

The student access leader can request OPOR-CIS, Novari, and Provider Portal access through the following IT Self-Service link - [IT Self-Service - Service and Support](#). **All students must have active directory accounts if OPOR and related applications are needed for clinical placement.** There are 3 forms available on IT self-service that can be used to request access:

1. Setup User Account form

- Used for new students going to Nova Scotia Health/IWK Health facilities for the first time and require an active directory account created. You can add an application access request along with setting up their user account (active directory).
- Service and Support > Access > User Access > **Setup User Account** > Select Request Application Access > Select the application appropriate for the student placement (OPOR-CIS, Novari MIRM/ATC/eRequest, or Provider Portal). Fill in the corresponding dropdown box.
- Select Student under Reason for Request

The screenshot shows a web form titled "Request this Service". It contains a text input field for "Approver" and a dropdown menu for "Reason for Request" with "Student" selected. Below the dropdown, there is a note: "If remote access is required, complete and submit the 'Remote Access Request' form. Only submit the 'Remote Access Request' request once the requested account has been created or is active." The bottom of the form is partially visible, showing the heading "User Information".

2. Bulk User Account Request form

- Used for new or existing students going to Nova Scotia Health/IWK Health facilities when submitting quantities of 5+ students at a time. There is a limitation of 25 individuals per Bulk User Account Request form. All students in the bulk request must be receiving the same access. You can add application access requests along with setting up a user account (active directory).
- Service and Support > Access > User Access > **Bulk User Account Request** > Request Application Access > Select the application



appropriate for the student placement (OPOR-CIS, Novari MIRM/ATC/eRequest, or Provider Portal). Fill in the corresponding dropdown box.

3. Add Additional Application Access form

- Used for existing students going to Nova Scotia Health/IWK Health facilities that already have an active directory account. This is used when further applications need to be added to existing accounts.
- Service and Support > Access > User Access > **Add Additional Application Access** > Select the application appropriate for the student placement (OPOR-CIS, Novari MIRM/ATC/eRequest, or Provider Portal). Fill in the corresponding dropdown box.

Note: Certain OPOR-CIS positions available on the IT Self-Service forms will have a “student” name associated with it (E.g. Nurse Practitioner Student). If the role applicable to the student’s discipline does not have the “student” naming, please select the generic role that is most appropriate (E.g. Nurse Practitioner).

The screenshot shows a web form with three radio button options: "Nuance Powerscribe", "Ocean eReferral (for Diagnostic Imaging users only)", and "OPOR CIS", which is selected. Below these is a "Position" dropdown menu. The dropdown is open, showing a scrollable list of roles including "Ambulatory - Care Manager", "Anesthesia Assistant", "Audiologist", "Audiologist Tech", "Cardiology - Sonographer", "Cardiology - Technologist", "Care Team Assistant", "CDM", "CDM Manager", "Cerner Support", "Charge Services - IT", "Child Life Specialist", "Child Life Specialist Student", "Child Youth Worker", "Child Youth Worker Student", "Chiropractor - Non-NSHealth", "Clerk", "ClinDoc - Clinical Mgr/Dir", and "Clinical Assist".

Dragon Dictation:

- Applies to Medical Undergraduate/Physician Assistant/Nurse Practitioner Students (as applicable to their placement).



- To complete chart dictation in OPOR-CIS, students must have Dragon PowerMic access in addition to OPOR-CIS access. To acquire access to Dragon PowerMic, please complete the following steps:
 1. [IT Self-Service - Mobile Applications](#)
 2. Request Type – Dragon PowerMic Enrollment
 3. Fill in remaining fields as necessary.
 4. The student will have access to Dragon PowerMic as long as their student active directory account is active.