



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 (I.e. Medical Undergraduate, Nursing, Respiratory Therapy, Pharmacy etc.). 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 complete clinical documentation and require access to medical records while in a Nova Scotia Health or IWK Health placement. See Application Requirements table on page 2. 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 view only 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 to enable chart dictation in a clinical setting within Nova Scotia Health or IWK Health. Required for all Medical Undergraduate students, Physician Assistant students, and Nurse Practitioner students. **Dragon Dictation access is automatically provided with their CIS access.**
- **Novari - Medical Imaging Requisition Management (MIRM)** – Used to manage medical imaging requisitions. May be required for 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 Requirements by Discipline:

Student Discipline	Applications Required	Possible Additional Applications (Pending placement location)
Anesthesia Assistant/Anesthesia Tech	OPOR-CIS	
Behavioral Interventionist	OPOR-CIS	
Biomedical Engineer	N/A	
Cardiology/Cardiovascular Tech	OPOR-CIS	
Cardiovascular Perfusionist	OPOR-CIS	
Clinical Vision Science	OPOR-CIS	
Care Team Assistant/CCA	OPOR-CIS	
Counselling (MA)	OPOR-CIS	
Counseling Psychology	OPOR-CIS	
Dental Hygienist	OPOR-CIS	
Dentist	OPOR-CIS	
Diagnostic Ultrasound Technologist	OPOR-CIS	Novari MIRM per discretion of accepting unit manager/supervisor
Health Promotion	OPOR-CIS	
Midwifery	OPOR-CIS	
Medical Lab Assistant	OPOR-CIS	
Medical Lab Technologist	OPOR-CIS	
Medical Physics (MSc 1, PhD 2)	Per discretion of accepting unit manager/supervisor	
Medical Undergraduate	OPOR-CIS, Dragon Dictation	Provider Portal if in community placement



Nuclear Medicine Technologist	OPOR-CIS	Novari MIRM per discretion of accepting unit manager/supervisor
Nursing	OPOR-CIS	
Nurse Practitioner	OPOR-CIS, Dragon Dictation	Provider Portal if in community placement
Nutrition (including Dietetic Interns)	OPOR-CIS	
Occupational Therapist	OPOR-CIS	
Paramedicine (PCP 151, ACP 104, LifeFlight 5)	OPOR-CIS	
Pharmacist (BPharm, Pharm D)	OPOR-CIS	
Pharmacy Technician	OPOR-CIS	
Physician Assistant	OPOR-CIS, Dragon Dictation	Provider Portal if in community placement
Physiotherapist (PT)	OPOR-CIS	
PT/OT Assistant	OPOR-CIS	
Psychology (Bach 1, Master 1, PhD 1)	OPOR-CIS	
Radiation Therapy	OPOR-CIS	Novari MIRM per discretion of accepting unit manager/supervisor
Radiological Technologist	OPOR-CIS	Novari MIRM per discretion of accepting unit manager/supervisor
Recreation Therapy	OPOR-CIS	
Recreation Therapy Assistant	OPOR-CIS	
Respiratory Therapy	OPOR-CIS	
Social Work	OPOR-CIS	
Search and Rescue Tech	N/A	
Administration (I.e. Medical Office Administration)	OPOR-CIS	Novari ATC or Novari eRequest depending on placement. Per discretion of accepting unit manager/supervisor
Engineering	N/A	
Food Services Management	OPOR-CIS	



Health Information Management	OPOR-CIS	
Plumbing Apprentice	N/A	
Sterile Processing Technician	Per discretion of accepting unit manager/supervisor	

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.
 - For Tap and Go access to the OPOR-CIS (Recommended but not required for students), the IT requester can add **Imprivata OneSign (Single Sign-on)** from the application list.
- Select Student under Reason for Request

Request this Service

Approver

Reason for Request
Student

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.

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.
 - For Tap and Go access to the OPOR-CIS (Recommended but not required for students), the IT requester can add **Imprivata OneSign (Single Sign-on)** from the application list.

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.
 - For Tap and Go access to the OPOR-CIS (Recommended but not required for students), the IT requester can add **Imprivata OneSign (Single Sign-on)** from the application list.

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).



- Nuance Powerscribe
- Ocean eReferral (for Diagnostic Imaging users only)
- OPOR CIS

Position

- 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
- Clinical Assist