

New user/prescriber process – Community equipment

Information

Any orders placed that either exceed the level of expenditure or require authorization a prompt will appear within the iRIS4 ordering screen notifying prescribers that the order will be passed to an appropriate authorizer.

Step 1

Visit the link on Kent.gov.uk to complete new user registration and forward to authorizing manager (normally the Line Manager). If trusted assessor or partner agency their Line Manager will authorize. This form can found at the bottom page under PDF 'ICES for IRIS4 Access request form'

Step 2

The Authorizing Manager Returns completed and authorized New User Registration Form to the Technical & Business Operations Support mailbox: Tbotassistance@kent.gov.uk (embed the form)

- A. If Business Application team receives New user registration from the line managers mailbox this can be authorized.
- B. Trusted assessor must successfully complete CEA training and be signed off by NRS clinical team. TBOT to cross reference before processing.

Step 3

Technical and Business Operations will process the request and Register the new user on iRIS4 for e-learning by sending the email link.

Step 4

NRS will send the new user an e-mail containing the link to E-Learning.

Step 5

New User completes all modules of E-Learning.

Step 6

Once successfully completed NRS issues PIN to new user to commence ordering of Community equipment to agreed levels of expenditure.