


# Vim Admin Console Overview

As a Console User, you are able to manage all organizations utilizing your data source. This guide will show you how to navigate the Admin Console.

## Getting Started


First log in using your email and password and then complete the two factor authentication by entering the code sent to your email.

**Console**

### Login

  
  
[Forgot Password?](#)

The services provided under this platform are governed by Vim's Provider Master Terms of Service, Vim's Privacy Policy, Vim's Providers Business Associate Agreement, and any changes thereof, as agreed between Vim and your clinic.



### Check your email

Verification code was sent to your email. Please enter the code below.

  
[Resend Code](#)



# Organizations

After signing in, you can manage all the connected organizations

**Console** example@email.com

- Provider Accounts
- Organizations**
- Vim Connect Users
- Potential Users
- Guides and information

**Organizations (1781)** Add Organization Download All Accounts Search

ID	Name	Account	TIN	NPI	Products
1840	GENERAL CARE OF OKLAHOMA	GENERAL CARE OF OKLAHOMA	102938423	N/A	
740	CGIA Pediatrics	CGIA Pediatrics	374513042	N/A	
768	Allergy And Immunology Of West Texas	Allergy And Immunology Of West Texas	203984758	N/A	
1303	QUALITY CARE PEDIATRICS	QUALITY CARE CARE PEDIATRICS	321304579	N/A	
112	Des Moines Care Center	Des Moines Care Center	323878963	N/A	
1797	WEST SAN DIEGO FAMILY HEALTH CARE	WEST SAN DIEGO FAMILY HEALTH CARE	487392012	N/A	
158	Gastroenterology Associates	Gastroenterology Associates	290187579	N/A	
924	Anthony Florez MD Inc	Anthony Florez MD Inc	201928374	N/A	
1449	HSL Health	HSL Health	483710928	N/A	

Page 1 of 198

These icons represent the different Vim applications enabled for each organization

- Care Gaps
- Patient Health History
- Order Assist
- Enhanced Eligibility
- Prior Authorization
- Diagnosis Gaps

## Individual Orgs

You can click into individual organizations to learn more about them, this would serve as the “main dashboard” for this clinic.

**Organizations / CGIA Pediatrics**

**Basic Info**

EHR Vendor	ecw	NPI	
EHR URL	https://cgiapediatricsehr.com		
Organization ID	740	Organization Key	vLDmd7JSuQ21DEBZKMwYRW
		TIN	

**Apps**

Care Gaps	Example Health Plan of America
Diagnosis Gaps	Example Health Plan of America

**Sources**

You can see which apps and data sources are connected to this clinic



# Vim Connect Users

You can see relevant information on individual users within the “Vim Connect Users” section.

**Console** CGIA Pediatrics example@email.com

**CGIA Pediatrics users (228)** Download Add Upload

Select All Live (20) / Created (9) / Failed Login (0) / Inactive (43)

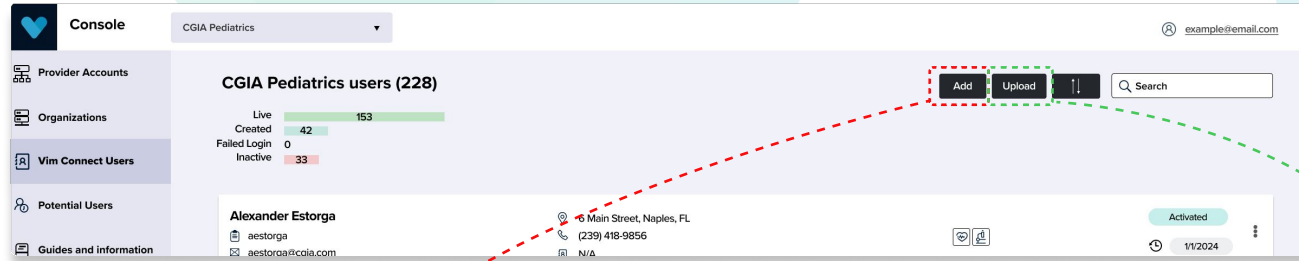
<b>Alexander Estorga</b> aestorga aestorga@cgia.com	6 Main Street, Naples, FL (239) 418-9856 N/A		<span>Activated</span> 11/2024
<b>Michael Trujillo</b> mtrujillo mtrujillo@cgia.com	6 Main Street, Naples, FL (239) 418-4123 N/A		<span>Created</span> 12/21/2023
<b>Debra Goncalves</b> dgoncalves dgoncalves@cgia.com	6 Main Street, Naples, FL (239) 765-2378 N/A		<span>Inactive</span> 11/23/2023
<b>Walter Stacey</b> wstacey wstacey@cgia.com	6 Main Street, Naples, FL (239) 277-2376 N/A		<span>Live</span> 1/12/2024
<b>Melissa Gerbey</b> mgerbey mgerbey@cgia.com	6 Main Street, Naples, FL (239) 277-3245 N/A		<span>Live</span> 1/18/2024

## Status Description

- A user with login in the past 30 days. Live last login date.
- A user password is set but no login attempts. Activated password set date.
- A user that was created, and no login attempt was ever done. Created creation date.
- A user with no login in the last 30 days, but had logins in the past. Inactive last login date.
- A user whose last login attempt failed. Failed Login last failed login attempt date.

# Vim Connect Users - Add User

To add new users:



Choose the username and email.

Enter in personal details, \*denotes a required field.

Select which applications you want the user to access.

**System identifiers**

EHR username\*  
Email address

**Personal Details**

First name\*      Last name\*      Roles  
Phone number      National provider ID      Tax ID number  
Ten digits, starting from area code. E.g. 2051234567  
Address

**Applications**

Applications  
Diagnosis Gaps

Cancel      Submit

**Upload Users from CSV**

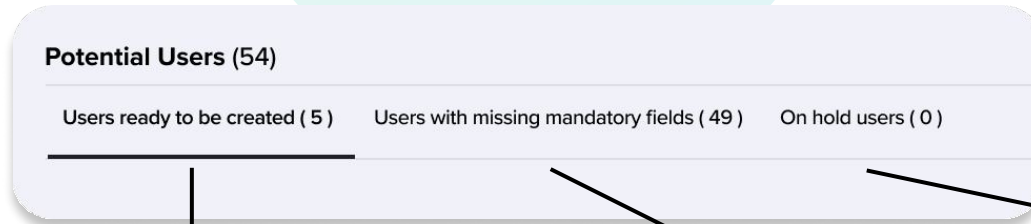
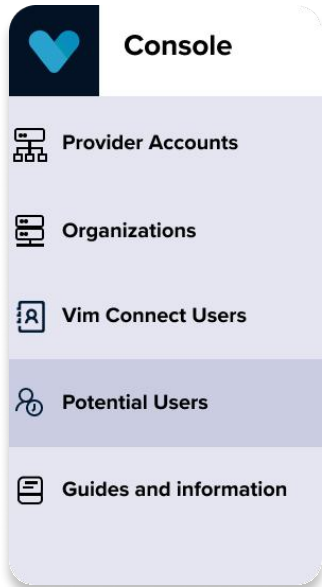
File must be CSV and contain one line of header. Titles are:  
Email | First Name\* | Last Name\* | Npi | Tin | Ehr Username\* | Applications | Title |  
Phone Number | Address Line 1 | Address Line 2 | City | State | Zip  
\* -mandatory

Users can be group uploaded using a properly formatted CSV file.

# Potential Users

View and manage all users that Vim detects as having our software installed on their machine, but are not yet activated as users within the Vim system. This subset of users need to be created and designated as Vim users prior to them logging and using all the Vim Connect applications.



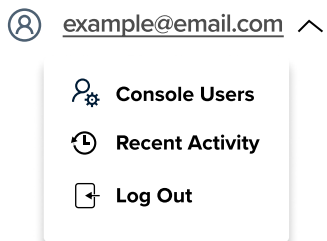
All mandatory information for these users was already collected or completed within Vim Console, and they can be created into the Vim system with no delay.

Users who were found through detection, but still require additional information to be added before they can be created

Users who were found, but do not need to be created at the moment based on the discretion of you and your organization

# Console Users

Select **Console Users** in the selection dropdown under the name in the upper right corner



Create other Console Users on your team to manage users in your organizations

