

# BLOODSTAR

## User Tip Sheet – Changing Between Roles

### Changing Between BloodSTAR User Roles

BloodSTAR allows users to change between their approved roles because they may work at multiple facilities. Examples include:

- You may be a Medical Officer and the Facility Administrator within the one facility, or
- You may have access as a Medical Officer or Registered Nurse at more than one facility.

Please note: You can follow this tip sheet to change between your roles irrespective of what they are e.g. Medical Officer, Registered Nurse, Administrator or Authoriser.

#### How do I change roles in BloodSTAR from my home page?

1. To change your role from your home page click on “Change Role” situated in the black bar at the top of the screen. This will take you to your Role/Facility or login screen.

The screenshot shows the BloodSTAR user interface. At the top, a black navigation bar contains the text 'Welcome Lindsay Wall (NBA) - Medical Officer @ The Townsville Hospital' followed by a green circle around the '[Change Role]' link, 'My Account', and 'BloodPortal | Logout'. Below this is a white header with the 'BLOODSTAR' logo and navigation links: 'Home', 'Patients', 'Authorisation Requests', 'Treatment', and 'BloodSTAR Messages'. The main content area has tabs for 'My Authorised Patients', 'Pending Reviews', and 'My Requests'. A green callout box with a '1' and the text 'Click on "Change Role"' points to the '[Change Role]' link. To the right of this callout is a green button labeled '+ New Initial Authorisation Request'. Below the callout are several checkboxes under the heading 'Show patients where I am': 'Treating Medical Specialist' (checked), 'Requesting Medical Officer' (checked), 'Diagnosing Medical Officer' (unchecked), and 'Verified Diagnosis Medical Officer' (unchecked). A table lists two patients: 'DAISY, Mrs Yellow' and 'PETAL, Mrs Rose', both from 'The Townsville Hospital'. The table columns are Patient, Date of Birth, Treating Facility, Patient ID, Medical Condition, End Date, and Authorisation. The table shows two items per page, with a total of 2 items.

Patient	Date of Birth	Treating Facility	Patient ID	Medical Condition	End Date	Authorisation
<a href="#">DAISY, Mrs Yellow</a>	01-Jul-1970	The Townsville Hospital		Guillain-Barré syndrome (GBS)	12-Aug-2016	<a href="#">Q GN89455X</a>
<a href="#">PETAL, Mrs Rose</a>	01-Jul-1970	The Townsville Hospital		Toxic shock syndrome (TSS)	14-Aug-2016	<a href="#">Q DJ29374Z</a>

#### Support

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### How do I change roles in BloodSTAR from the Select a Role/Facility or login screen?

2. If the role you wish to choose is available to you on this screen, simply click on “Select” next to the role you want.

Welcome Lyndsay Wall (NBA) - Medical Officer @ The Townsville Hospital [Change Role] My Account BloodPortal | Logout

**BLOODSTAR** Home Patients Authorisation Requests Treatment BloodSTAR Messages

Select a Role/Facility

	Role	Facility
Select	Facility Administrator	The Townsville Hospital
Select	Medical Officer	The Townsville Hospital
Select	Medical Officer	Cairns Base Hospital
Select		
Select		

2 Click on “Select”

3. If the role you wish to access is not in the list you will need to submit an access request or follow up on the access request you have submitted but has not yet been approved.

Welcome Lyndsay Wall (NBA) - Medical Officer @ The Townsville Hospital [Change Role] My Account BloodPortal | Logout

**BLOODSTAR** Home Patients Authorisation Requests Treatment BloodSTAR Messages (1)

Select a Role/Facility

	Role	Facility
Select	Facility Administrator	The Townsville Hospital
Select	Medical Officer	The Townsville Hospital
Select	Medical Officer	Cairns Base Hospital

3 Click on “My account” then “Request Additional Access”

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