Adding a Delegate as a Medical Officer

Adding a Delegate to lodge claims on your behalf

Please note: A nominated delegate will only have access to Oracle via a desktop. They will not have access to the mobile app

Quick Check

- 1. Log into Oracle
- 2. Search for Delegate
- 3. Select Delegate and save delegation access
- 4. Delegate Workflow Process

Process

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- Log into Oracle with HAD ID and password
- On the Expenses Home Page, select the Access Authorisations tab

Expenses		1 and		
Expenses Home Expense Reports	Access Authorizations	Projects and Tasks	Payments Search	
Expenses Home				

Search for Delegate

From your Access Authorisations page under the Expenses Entry Delegations heading, select the Add Another Row button located at the top left of the screen

	Expenses Entry Delegations	
	The people is this list can enter average reports for you. They can also view all of your provincely submitted average	raparta
	The people in this list can enter expense reports for you. They can also view all of your previously submitted expense	reports.
	Name	Remove
	No results found	
1	Add Another Row	

- > A text field will appear
- If you know the delegate's full name you can enter in the text field using their last name first, and select Save if the name appears in this field after the search is completed

[Expenses Entry Delegations	
	The people in this list can enter expense reports for you. They can also view all of your previously submitted expense	e reports.
Λ	Name	Remove
Ч		2
	Add Another Row	

> You can also use the magnifying glass icon to search for a delegate

Expenses Entry Delegations			
The people in this list can enter ex	pense report	ts for you. They can also view all of your previously submitted expense	reports.
Name			Remove
	J 🔍 🔪		2
Add Another Row	\smile		

Search delegate by their last name, first name, and then select the GO button

Search	
To find your item, select a filter item in the pulldown lis	t and enter a value in the text field, then select the "Go" button.
Coarch By Full Name	
Search By Full Name	60

Select Delegate and save delegation access

- > A results drop down list will appear
- > Select required delegate via the left hand Select column

Resu	lts				
Select	Quick Select	Full Name	Employee Number	Contingent Worker Number	Us Na
0	B				ITF
	B				CR
۲					MR

- > Click the Select button on the right hand side of the pop up screen to complete action in pop up screen
- > To save the nomination, click the *Save* button at the top right hand corner of the *Access Authorisations* page

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				Rever	t <u>S</u> ave
	Favorites ▼	Global Policy	► Favorites Global Policy Home	Global Policy Home Logout	► Favorites Global Policy Home Logout Preferences Revent



Once saved, a confirmation message should appear on the top left hand corner of the screen

Expenses						
Expenses Home	Expense Reports	Access Authorization	5 P	Projects and Tasks	Payments Search	
Confirmation Your Access Aut	thorizations have been s	set.			-	
Access Authorizat	ions					

- > Your nominated delegate should now appear under the Expense Entry Delegation heading
- Note: to change delegates, Click Remove and Save before following the process above

I		
I	Expenses Entry Delegations	
I		
	The people in this list can enter expense reports for you. They can also view all of your previously submitted expense	reports.
I		Remove
		2
	Add Another Row	

Delegate Workflow Process



For more information:

Medical Officer Professional Development Reimbursement System (MOPDRS) Clinical System Support & Improvement, SA Health <u>Health.PDReimbursement@sa.gov.au</u> <u>sahealth.sa.gov.au/reimburseme</u> For Official Use Only-A1-I1

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