

Adding a Delegate as a Medical Officer

Adding a Delegate to lodge claims on your behalf

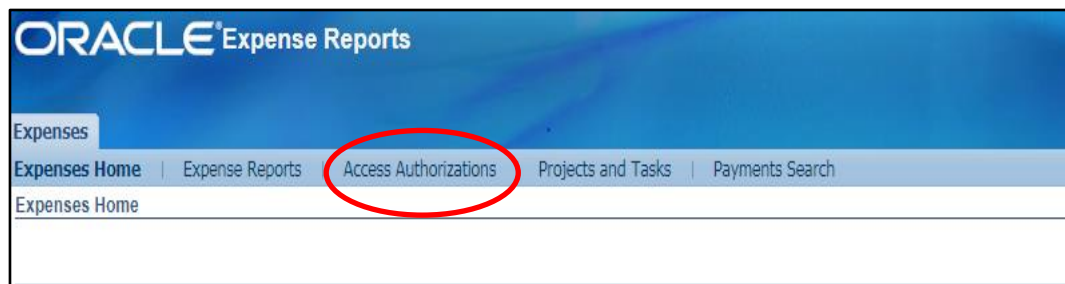
Please note: A nominated delegate will only have access to Oracle via a desktop. They will not have access to the mobile app

Quick Check

1. Log into Oracle
2. [Search for Delegate](#)
3. [Select Delegate and save delegation access](#)
4. [Delegate Workflow Process](#)

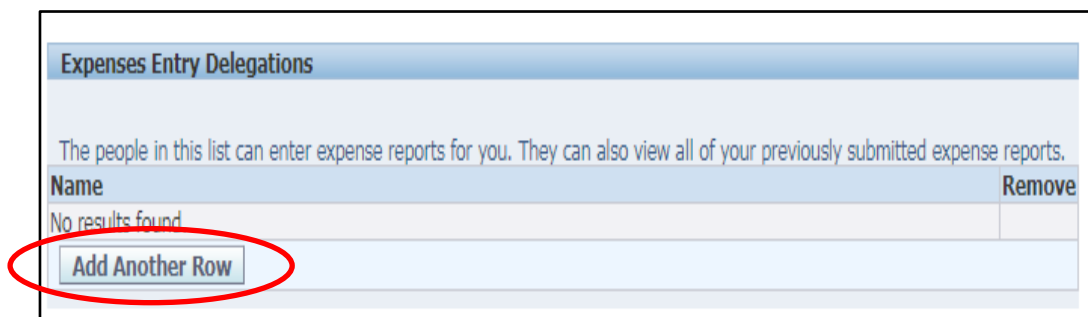
Process

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

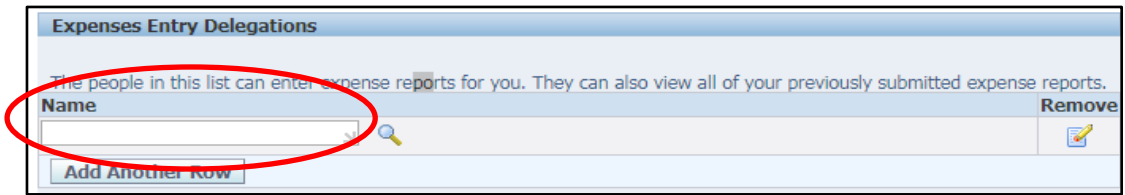


Search for Delegate

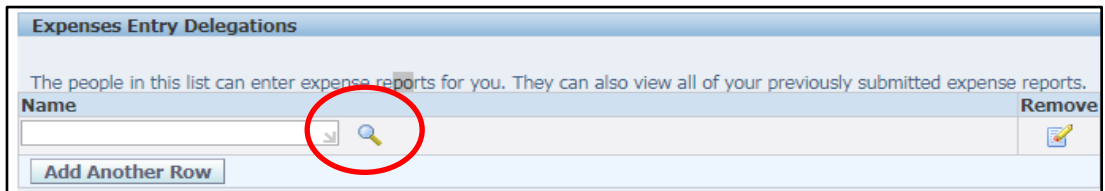
- > From your *Access Authorisations* page under the *Expenses Entry Delegations* heading, select the *Add Another Row* button located at the top left of the screen



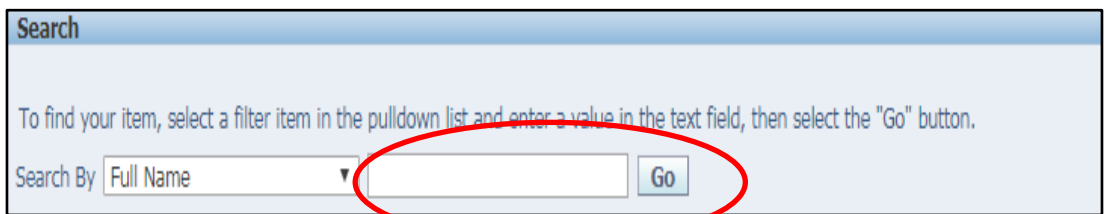
- > A text field will appear
- > If you know the delegate's full name you can enter in the text field using their last name first, and select **Save** if the name appears in this field after the search is completed



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



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

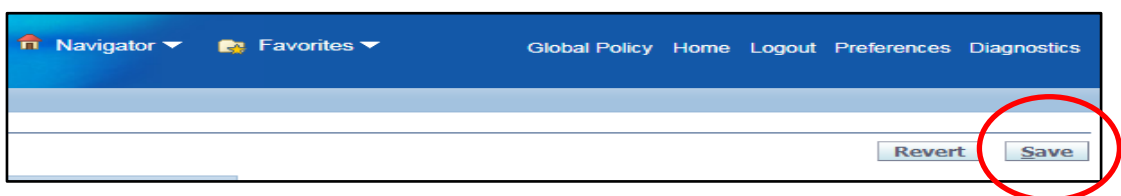


Select Delegate and save delegation access

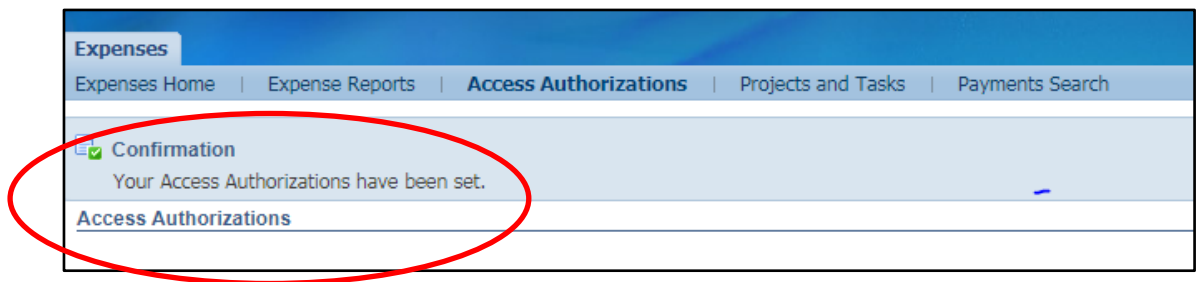
- > A results drop down list will appear
- > Select required delegate via the left hand *Select* column

Results					
Select	Quick Select	Full Name	Employee Number	Contingent Worker Number	Us Na
<input type="radio"/>		[Redacted]	[Redacted]		ITP
<input type="radio"/>		[Redacted]	[Redacted]		CR
<input checked="" type="radio"/>		[Redacted]	[Redacted]		MR

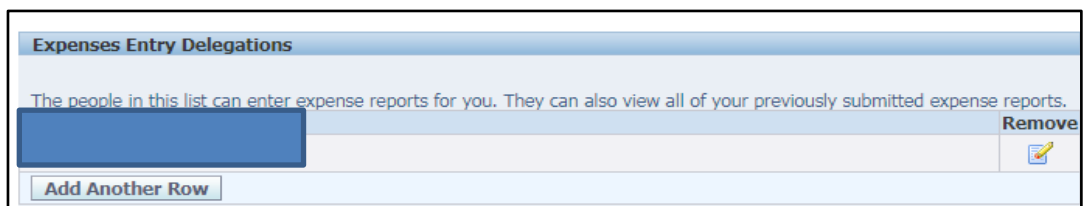
- > Click the **Select** button on the right hand side of the pop up screen to complete action in pop up screen
- > To save the nomination, click the **Save** button at the top right hand corner of the *Access Authorisations* page



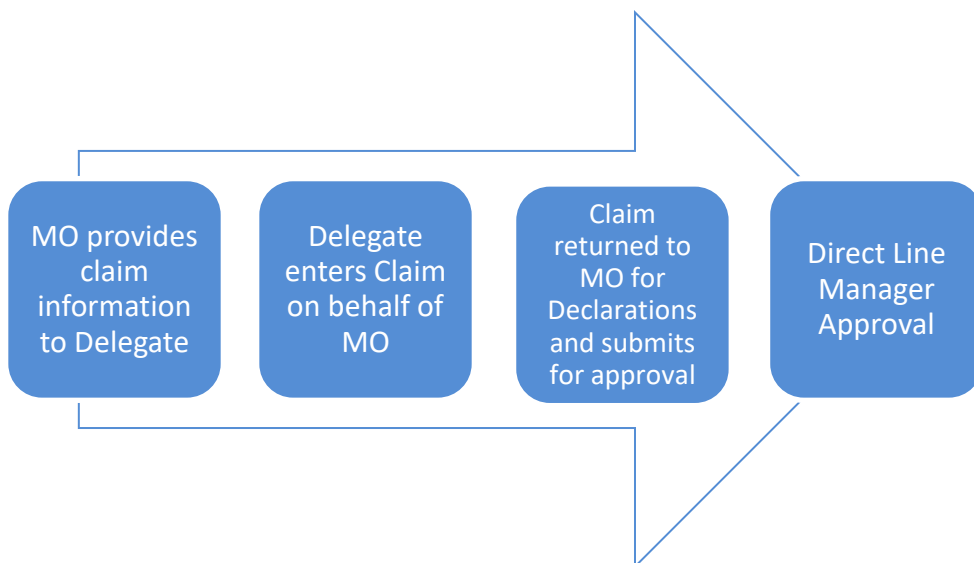
- > Once saved, a confirmation message should appear on the top left hand corner of the screen



- > 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



Delegate Workflow Process



For more information:

Adding a Delegate as a Medical Officer.docx
Last updated: 12-Sep-23

Medical Officer Professional Development
Reimbursement System (MOPDRS)
Clinical System Support & Improvement, SA Health
Health.PDReimbursement@sa.gov.au
sahealth.sa.gov.au/reimburseme

For Official Use Only-A1-I1

© Department for Health and Wellbeing, Government of South Australia. All rights reserved.



www.ausgoal.gov.au/creative-commons



Government
of South Australia

SA Health