# 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

| Expenses                        |                       | 1                  |                 |  |
|---------------------------------|-----------------------|--------------------|-----------------|--|
| 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 second is this list and achieve and the for the Theorem also down all of the second in the situation of the        |          |
|     | The people in this list can enter expense reports for you. They can also view all of your previously submitted expense | reports. |
| - 1 | 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 li | st and enter a value in the text field, then select the "Go" button. |
| Search By Full Name  | Go   |
|  |  |

# Select Delegate and save delegation access

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

| Result | S               |           |                    |                             |          |
|--------|-----------------|-----------|--------------------|-----------------------------|----------|
| Select | Quick<br>Select | Full Name | Employee<br>Number | Contingent Worker<br>Number | Us<br>Na |
| 0      | <b>B</b>        |           |                    |                             | ITI      |
|        |                 |           |                    |                             | CR       |
| ۲      | E               |           |                    |                             | MF       |

- > 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

| Navigator - | 🌏 Favorites 🔻 | Global Policy | Home Logo | ıt Preferences | Diagnostics    |
|-------------|---------------|---------------|-----------|----------------|----------------|
|             |               |               |           |                |                |
|             |               |               |           | Rever          | t <u>S</u> ave |



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

| Expenses          |                         |                      | 1      |                    |                 |
|-------------------|-------------------------|----------------------|--------|--------------------|-----------------|
| Expenses Home     | Expense Reports         | Access Authorization | s   Pr | Projects and Tasks | Payments Search |
| Confirmation      | horizations have been t | 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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