

# **2023** Multi-factor Authentication

Maximus 1.0

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#### Introduction:

As there are so many ways to hack and bypass password authentication, multi-factor authentication is critical for account security.

## What is Multi Factor Authentication?

Multi-factor authentication is when you safeguard your account with multiple factors or locks, adding an extra layer of security. A factor is divided into three groups in this context:

- Knowledge of the users (e.g., password)
- Something that belongs to the user (e.g., phone)
- Biometric characteristics (e.g., fingerprint)

To be properly protected by multi-factors, your account must require at least 2 locks before granting access. Maximus offers below authentication methods:

• Email

In this document, we will show you how to use Email authentications on Maximus.

The health IT developer identifies the encryption algorithm and hashing algorithm to be used to send/receive secure messages.



### Steps:

1. Login to Maximus using valid credentials.



- 2. From the side menu Click on Admin setting, then go to User settings.
- 3. Click on Users, it will show the list of Users. Here logged-in users can view details of users or add a new user by clicking on **+Add**.

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*	User Roles Encounter Setting My Dashboard	User Name abasit@mhc	Role ADMIN Provider NP	User Name: abasit@mhc		Location: Clinic One 1			
×	Patient API Users CCDA Setting	ahsank@mhc amy@mhc	PROVIDER MAIN	First Name: Abdul	Middle Name:	Billing Physician: ALEXANDER, JENTA			
		amyc@mhc asfandq@mhc	Provider NP ADMIN	Last Name: Basit		Default Chart Setting: General Module Settings			
		cugwu@mhc ekraus@mhc	PROVIDER MAIN Provider NP	Is User Provider: KARANDER, CHENTO		Default Super Bill: Route Slip	ılt Super Bill: Ite Slip		
*		elsie@mhc faisal@mhc	ADMIN	Default Role:	Prescription Role: Doctor	Lab Assigned To: No	Is Lab User: No		
		hafiz@mhc hamzak@mhc	RECEPTIONISTS	Multifactor:(Email) Enable	Email: nouman@mailinator.com	Allow Patient API/PHR Acces	s:		
ଚ		idrees@mhc jalexander@mhc	ADMIN ADMIN			Status: Active	Outside Access: Yes		



4. To enable **Multi Factor** for a user click on the user from the list and click on Edit option. Check Multifactor is enabled.

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 	User Roles Encounter Setting	User Name abasit@mhc	Role ADMIN	User Name:		Location:		
⊠	My Dashboard Patient API Users	adnan@mhc ahsank@mhc	Provider NP PROVIDER MAIN	First Name:	Middle Name:	Billing Physician:		
 	CODA Setting	amy@mhc amyc@mhc	MA Provider NP	Last Name:		Default Chart Setting:		
		asfandq@mhc cugwu@mhc	ADMIN PROVIDER MAIN	Is User Provider: KARANDER, CHENTO		Default Super Bill: Route Slip		
*		ekraus@mhc elsie@mhc faisal@mhc	ADMIN	Default Role: ADMIN	Prescription Role: Doctor	Lab Assigned To: No	Is Lab User: No	
		hafiz@mhc hamzak@mhc	RECEPTIONISTS	Multifactor:(Email) Enable	Email: nouman@mailinator.com	Allow Patient API/PHR Acces	IS:	
		idrees@mhc jalexander@mhc	ADMIN ADMIN			Status: Active	Outside Access: Yes	

## Email Authentication:

If you choose Email authentication method, you will receive a verification code on your registered email.

As soon as you verify your identity, you will be able to login to the Maximus EHR Software.

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#### Verification code entry screen.

