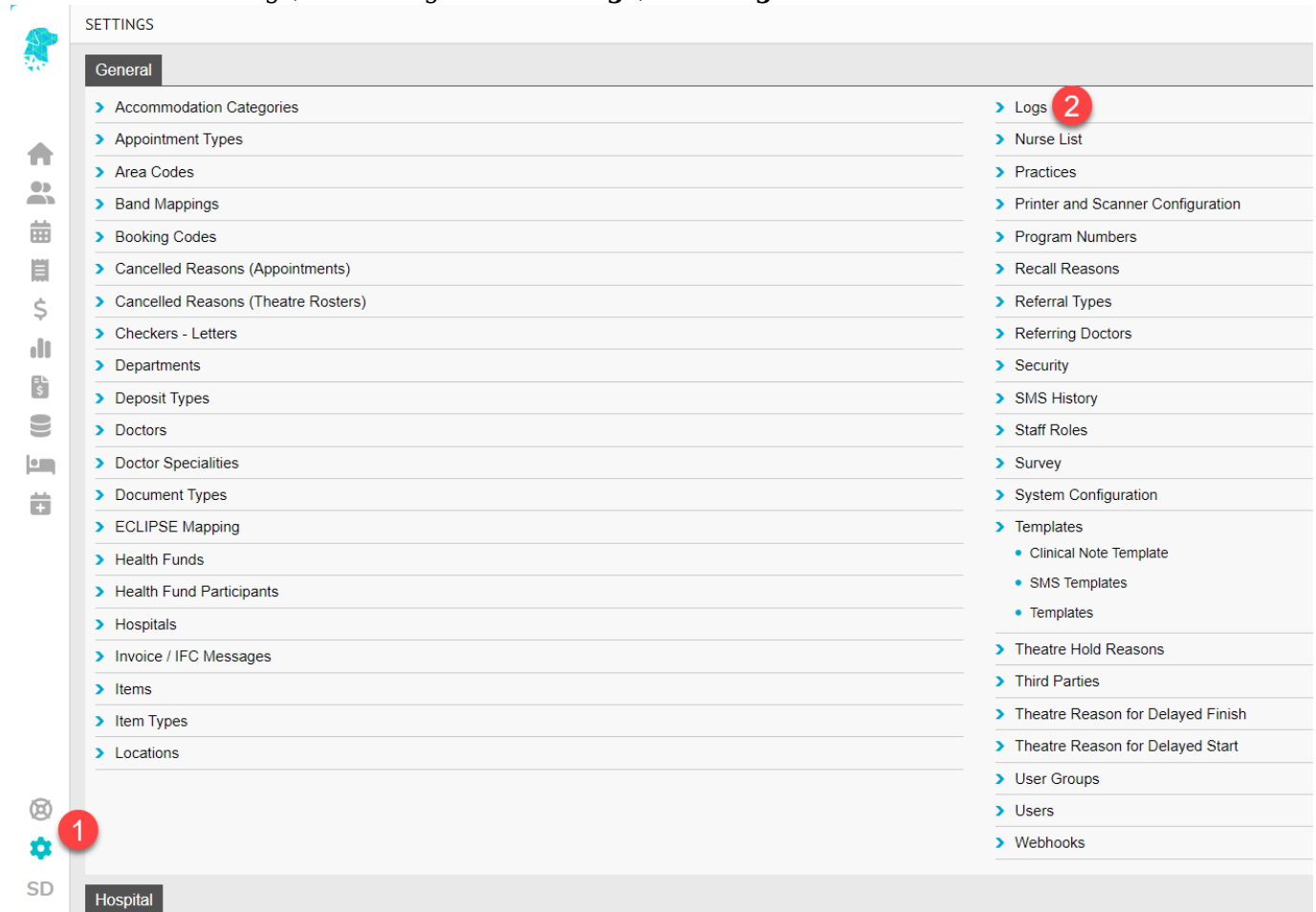


# Tracking User Activity in FYDO

Did you know you can view user activity history in FYDO? Whether it's to track changes made to an invoice, to see when a patient record was deleted or which user undertook what action, and when, the FYDO's **Audit Logs** feature can help! Read on to learn more.

The audit logs show information about *the action* performed, *who* performed it, *when* they performed it, and their *IP address*. It can be used for troubleshooting purposes or monitoring user activities.

To view the audit logs, first navigate to **Settings**, then **Logs**.



## How is user activity recorded?

Every user login is unique. So when a user logs in and begins taking actions on FYDO, their activity is logged. Here are some examples of logged user activity in FYDO:

- User login
- Changes to patient record
- Changes to appointment details
- Billing and invoicing changes
- Claims sent and batches receipted
- Payments taken, split, or reallocated
- Documents deleted

- Batches removed

You can view user action history within a date range, sort by user, action, or date, as well as search.

| SETTINGS > LOGS                 |  | All Users              |  | 23/06/2024 | 23/07/2024 | Search on @ Text MRN | Search |
|---------------------------------|--|------------------------|--|------------|------------|----------------------|--------|
| Username                        | Message  | Date Created           |  | Action     |            |                      |        |
| Kelsey Hills (Altura) (Backend) | Patient [MRN - 157] Preadmit document committed (Manually-linked)  | 23/07/2024 12:20:16 PM |  |            |            |                      |        |
| Kelsey Hills (Altura) (Backend) | Patient [MRN - 130] Preadmit document committed (Manually-linked)  | 23/07/2024 12:19:05 PM |  |            |            |                      |        |
| Shae D                          | Logged in via Password - [IP Address: 122.202.10.206]  | 23/07/2024 12:16:47 PM |  |            |            |                      |        |
| Shae Darr (Altura) (Backend)    | Patient [MRN - 103] - fund changed from 'W/C - Workers Compensation' to 'BUP - BUPA Australia'   | 23/07/2024 8:46:55 AM  |  |            |            |                      |        |
| Shae Darr (Altura) (Backend)    | Patient [MRN - 103] - fund changed from 'W/C - Workers Compensation' to 'BUP - BUPA Australia' changed via episode [Location - Shaes Private Hospital, Episode - 87] | 23/07/2024 8:46:55 AM  |  |            |            |                      |        |

## Why use FYDO's Audit Logs?

Let's take a closer look at the benefits of this feature.

1. **Greater accountability:** logged user action history fosters a culture of responsibility by users being aware that their actions are being logged, promoting responsible behaviour within the organisation.
2. **Enhanced troubleshooting:** logged user action history can aid in pinpointing the source and cause of an issue, helping users to troubleshoot problems faster.
3. **Improved security:** logged user action history offers a log of most system activities, enabling the identification of unauthorised access attempts, powering administrators to take the necessary steps to secure the system.

## Who can view the Audit Logs?

Any user can be given access to view the audit logs by the Subscriber for their facility. The access is granted or removed in **Settings** > User and **User Groups**.

# Complete Prostheses List

The Department of Health releases the latest prostheses list and its pricing and keeps that information publicly available at <https://www.health.gov.au/resources/publications/prostheses-list>

The lists are updated a minimum of 3 times a year.

There is also a Prostheses List Guide available at <https://www.health.gov.au/resources/publications/prostheses-list-guide>

Prosthesis lists will be automatically loaded into FYDO. Any new items will be added & all new fees will be imported. However descriptions for existing items will not be updated, as some facilities prefer their own descriptions & do not want them overridden.