

The Role

# The Role Lookup Tool



Finding and Using  
Communications Directory Contact Information

The Role

# Role Lookup Tool

- Role Lookup tool
- Allows users to look up contact information by:
  - organization type
  - region
  - county
  - last name

# Role Lookup Tool

## Search by Organization Type

Select an Organization Type

- Adult Care Facilities
- CHP Lead Org
- CT DOH
- Child Foster Care Agency
- City Government
- Clinical Laboratory
- Commercial
- County Agency

Select

-OR-


## Search for Person by Last Name

Submit

Send questions or comments to [Communications Directory Help](#)

[Communications Directory Page](#)

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 [NYSDOH Commerce Site](#)

## Role Lookup Tool

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Nothing selected yet.

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# Task: Search by Facility

- For Example:  
Find your facility's Coordinators.

# Task: Search by Facility

**Search by Organization Type**

Select an Organization Type

Home Health Agency	▲
Hospice	
Hospital (ext clinic)	
Hospital (opcert)	■
<b>Hospital (pfi)</b>	
Hospital (school-based ext clinic)	
Individual Practitioners	
Industry Group	▼

Select

1. Choose your facility type & click Select.

# Task: Search by Facility



1. Choose your facility type & click Select.
2. Click View Organizations by County.

# Task: Search by Facility

**Select a County**

<a href="#">Albany</a>
<a href="#">Albany</a>
<a href="#">Bronx</a>
<a href="#">Broome</a>
<a href="#">Cattaraugus</a>
<a href="#">Cayuga</a>
<a href="#">Chautauqua</a>
<a href="#">Chemung</a>
<a href="#">Chenango</a>
<a href="#">Clinton</a>
<a href="#">Columbia</a>
<a href="#">Cortland</a>
<a href="#">Delaware</a>
<a href="#">Dutchess</a>
<a href="#">Erie</a>
<a href="#">Essex</a>
<a href="#">Franklin</a>
<a href="#">Fulton</a>
<a href="#">Genesee</a>
<a href="#">Greene</a>
<a href="#">Hamilton</a>
<a href="#">Herkimer</a>
<a href="#">Jefferson</a>
<a href="#">Kings</a>
<a href="#">Lewis</a>
<a href="#">Livingston</a>

1. Choose your facility type & click Select.
2. Click View Organizations by County.
3. Find and click your county.

# Task: Search by Facility

Org ID	Organization Name	County	Region
0001	<a href="#">Albany Medical Center Hospital</a>	Albany	Capital District Regional Office
0002	<a href="#">Albany Medical Center South Clinical Campus</a>	Albany	Capital District Regional Office
0004	<a href="#">Albany Memorial Hospital</a>	Albany	Capital District Regional Office
4001	<a href="#">Eddy Cohoes Rehabilitation Center</a>	Albany	Capital District Regional Office
8888	<a href="#">Internal Test Hospital for DOH use</a>	Albany	Capital District Regional Office
0005	<a href="#">St Peters Hospital</a>	Albany	Capital District Regional Office
V208	<a href="#">VA Medical Center - Albany (Samuel S. Stratton)</a>	Albany	Capital District Regional Office

1. Choose your facility type & click Select.
2. Click View Organizations by County.
3. Find and click your county.
4. Find and click your facility name.

# Task: Search by Facility

<a href="#">Emergency Response Coordinator</a>	Info
<a href="#">Governing Body, Chairman/President</a>	Unassigned
<a href="#">Governing Body, Member</a>	Unassigned
<a href="#">HERDS Data Manager</a>	Info
<a href="#">HERDS Data Reporter</a>	Info
<a href="#">HERDS Survey Reporter</a>	Info
<a href="#">HPN Coordinator</a>	Info
<a href="#">HPN Organizational Security Coordinator</a>	Info
<a href="#">HRSA Grant Manager</a>	Info
<a href="#">Infection Control Practitioner</a>	Info
<a href="#">Medical Director</a>	Info
<a href="#">NYPORTS Coordinator</a>	Info
<a href="#">Plant Manager</a>	Info
<a href="#">Public Information Officer</a>	Info
<a href="#">Smallpox Vaccination Coordinator/Liaison</a>	Info
<a href="#">Tissue Transplantation Service Compliance Officer</a>	Unassigned
<a href="#">Vaccinator</a>	Info
<a href="#">Vaccine Adverse Event, Site and Take Coordinator</a>	Unassigned
<a href="#">Vaccine Clinic Manager</a>	Info

1. Choose your facility type & click Select.
2. Click View Organizations by County.
3. Find and click your county.
4. Find and click your facility name.
5. Scroll down until you see the HPN Coordinator role and click Info.

# Task: Search by Facility

## People Assigned to HPN Coordinator

Select a Person to view contact information

Carol Hirsch	Select
Terri Lukacko	Select
Debra Sottolano	Select
Kimberly A Cornick	Select
Gregory P Sweet	Select

Go Back to Previous Screen

1. Choose your facility type & click Select.
2. Click View Organizations by County.
3. Find and click your county.
4. Find and click your facility name.
5. Scroll down until you see the HPN Coordinator role and click Info.
6. Your name should appear here. Click Select next to your name.

# Task: Search by Facility

- The contact information is displayed.

<b>Internal Test Hospital for DOH use</b>		<b>HPN Coordinator</b>
First Name: <b>Gregory</b>	MI: <b>P</b>	Last Name: <b>Sweet</b>
Title: <b>Health Media Training Specialist</b>		
Address Line 1: <b>733 Broadway</b>		
Address Line 2:		
City/Town: <b>ALBANY</b>	State/Province: <b>NY</b>	Postal Code: <b>90036</b>
Country: <b>USA</b>		E-mail: <b>gps03@health.state.ny.us</b>
Phone: <b>518-473-1809</b>		Extension:
Fax: <b>518-486-1632</b>		Last Updated: <b>Mar 29 2005</b>

1. Choose your facility type & click Select.
2. Click View Organizations by County.
3. Find and click your county.
4. Find and click your facility name.
5. Scroll down until you see the HPN Coordinator role and click Info.
6. Your name should appear here. Click Select next to your name.

# Task: Search by User

- Find contact information by name.

# Task: Search by User

**Search for Person by Last Name**

Submit

1. Enter my last name in the last name search filed.

# Task: Search by User

Nursing Home Data Reporter	Pine Haven Home	Select
<b>Name</b>		
Sweet, Gregory P		
<b>Role Description</b>	<b>Organization Name</b>	<b>Choose</b>
HERDS System Administrator	NYSDOH OHSM	Select
HIN Coordinator	Z Test County DOH	Select
Commissioner/Public Health Director	Z Test County DOH	Select
HPN Coordinator	Internal Test Nursing Home (pfi - 8888)	Select
HPN Coordinator	Internal Test for EPTRS	Select
Microbiologist	Internal Test for EPTRS	Select
HPN Coordinator	Internal Test Hospital for DOH use	Select
HERDS Data Manager	Internal Test Hospital for DOH use	Select
Nursing Home Data Reporter	Internal Test Nursing Home	Select
Director, Transportation	Internal Test Hospital for DOH use	Select
HERDS Data Reporter	Internal Test Hospital for DOH use	Select
HPN Coordinator	Internal Test Nursing Home	Select
HPN Coordinator	Internal Test Adult Care Facility	Select
PRI Submitter	Internal Test Nursing Home	Select
HPN Coordinator	INTERNAL TEST D&TC	Select
HPN Coordinator	Internal Test Home Health Agency	Select
HPN Coordinator	Internal Test Hospice	Select
HPN Coordinator	INTERNAL TEST LHCSA	Select
BT Coordinator	INTERNAL TEST D&TC	Select

1. Enter my last name in the last name search filed.
2. Scroll down to find the person you are looking for.

# Task: Search by User

Nursing Home Data Reporter	Pine Haven Home	Select
<b>Name</b>		
Sweet, Gregory P		
<b>Role Description</b>	<b>Organization Name</b>	<b>Choose</b>
HERDS System Administrator	NYSDOH OHSM	Select
HIN Coordinator	Z Test County DOH	Select
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HPN Coordinator	Internal Test Hospital for DOH use	Select
HERDS Data Manager	Internal Test Hospital for DOH use	Select
Nursing Home Data Reporter	Internal Test Nursing Home	Select
Director, Transportation	Internal Test Hospital for DOH use	Select
HERDS Data Reporter	Internal Test Hospital for DOH use	Select
HPN Coordinator	Internal Test Nursing Home	Select
HPN Coordinator	Internal Test Adult Care Facility	Select
PRI Submitter	Internal Test Nursing Home	Select
HPN Coordinator	INTERNAL TEST D&TC	Select
HPN Coordinator	Internal Test Home Health Agency	Select
HPN Coordinator	Internal Test Hospice	Select
HPN Coordinator	INTERNAL TEST LHCSA	Select
BT Coordinator	INTERNAL TEST D&TC	Select

1. Enter my last name in the last name search filed.
2. Scroll down to find the person you are looking for.
3. Click Select next to the role for the contact info.

# Task: Search by User

- The contact information will display.

<b>NYSDOH OHSM</b>		<b>HERDS System Administrator</b>
First Name: <b>Gregory</b>	MI: <b>P</b>	Last Name: <b>Sweet</b>
Title:		
Address Line 1: <b>800 North Pearl St.</b>		
Address Line 2: <b>Room 236</b>		
City/Town: <b>Albany</b>	State/Province: <b>NY</b>	Postal Code: <b>12204</b>
Country: <b>USA</b>	E-mail: <b>gps03@health.state.ny.us</b>	
Phone: <b>518-473-1809</b>	Extension:	
Fax: <b>518-473-1615</b>	Last Updated: <b>Jun 7 2004</b>	

1. Enter my last name in the last name search filed.
2. Scroll down to find the person you are looking for.
3. Click Select next to the role for the contact info.

# Need Help?

For technical assistance  
using the Role Lookup Tool,  
or any other Commerce  
application please call  
518-473-1809