

Title: Center-Wide Identifier (CWID) Creation Procedure

Definition: The center-wide identifier (CWID) is a 7-8 character string assigned to each person needing access to hospital information systems. For most systems, the CWID serves as the person's login id.

Pronunciation: CWID is pronounced like the English word "seaweed".

Requests for CWIDS: Requests for CWIDs are ordinarily made to the NYP Helpdesk, the Columbia Health Sciences Helpdesk, or the Cornell Medical Center Helpdesk. NYP and Columbia use a common system, called netid2, to create CWIDs and to store user information. Cornell has its own system for creating CWIDs.

Who qualifies for a CWID: The security group receives HR feeds from various sources (e.g., NYP, Physician Credentialing, Columbia, Cornell, United, Methodist, FCGMS). These feeds list active (and terminated) employees. Any person who is listed as active in any HR feed is eligible for a CWID. NYP Helpdesk personnel and Columbia Health Sciences Helpdesk personnel query these feeds prior to creating an entry in the netid2 system.

If the person is not found, or is not active, in any of the HR feeds, the person can still obtain a CWID provided that the requestor is appropriately qualified to sponsor the account (e.g., Director, Manager, or Senior Department Administrator). In this case, the person is identified as a sponsored user in netid2, and the sponsor and sponsorship expiration date (4 months from current date) is recorded. Separate procedures are in place to follow-up on sponsored accounts prior to sponsorship expiration. (See the documentation on termination and account inactivation).

Automatic CWID Generation: For certain NYP affiliated people, entry into the netid2 system (and consequent CWID creation) is automated or semi-automated. These include credentialed providers and Cross Country travel nurses. The Information Security group receives reliable feeds for these groups and knows specific systems to which these people need access. Therefore, these feeds are used to drive account creation. (These same feeds are also used to drive inactivation of accounts, as outlined in the documentation on terminations and account inactivations.)

Name-Space Agreement:

Since different systems are used to create CWIDs, the following agreement was drafted between NYP/Columbia and Cornell in order to avoid ID conflicts in which the same ID is assigned to different persons. Newly assigned CWIDs are 7 characters long with the format "xxxcnnn". The first three characters ("xxx" in the model format) are based on the initials of the user's first, middle and last names; or, if the middle name or initial is not available, the first two characters of the first name, followed by the initial of the last name.

The fourth character of the CWID ("c" in the model format above) is a number

that distinguishes which entity is creating the CWID. For CWIDs created by the Cornell system, c = 2; for CWIDs created by the NYP/Columbia system,

c = 7 if the person has a Columbia affiliation, and c = 9 if the person has a hospital affiliation. The final three characters of the CWID ("nnn" in the model format above) are a sequence number.

**Grandfathered CWIDs:** The above name-space agreement was put in place in 1998. Login IDs created prior to that time do not follow the stated conventions, but are still referred to as CWIDs. For any user who had multiple login IDs at that time, exactly one ID was selected as the CWID.

**CWID feeds between Cornell and NYP/Columbia:**

It can happen that account requests for the same person are made to the Cornell Helpdesk and the NYP Helpdesk at approximately the same time. This creates the possibility that a user is assigned two different CWIDs, one by Cornell and one by NYP. To minimize this possibility, NYP and Cornell

send each other twice-daily CWID feeds listing all CWIDs (and associated ssns

and names) in their respective systems. The CWID-creation modules check these feeds prior to creating a new CWID.

**Constancy of CWIDs:**

Once a person has been assigned a CWID, the CWID stays with that person.

In particular, if the person quits and is later re-hired, he/she will have

the same CWID upon re-hiring. Likewise, if a person switches affiliations

within the NYP/Columbia/Cornell network, the CWID does not change.

**Exceptions to the Constancy of CWIDs:**

Under certain rare circumstances, CWIDs can change. The most common reason for a CWID change is a name change due to divorce. Generally, CWID changes are discouraged.

