

RCRMC INFORMATION SERVICES – SYSTEM ACCESS REQUEST

- | | |
|--|--|
| <input type="checkbox"/> ADD INDIVIDUAL
<input type="checkbox"/> INACTIVATE/REMOVE/DELETE
<input type="checkbox"/> Employee termed employment
<input type="checkbox"/> Employee transferred | <input type="checkbox"/> REVISE ACCESS (duties have changed)
<input type="checkbox"/> Delete previous access, add as requested below
<input type="checkbox"/> Keep previous access, add more as requested below
<input type="checkbox"/> PASSWORD RESET |
|--|--|

PRINT Legal First Name _____ Middle Name _____ Last Name _____ Work Ph # _____ Fax # _____
 ID#: _____ Check one: E-perm employee T-TAP C-consultant/vendor/contractor/registry S-student R-resident A-volunteer

Official County Job Classification/Title _____ County Job Code _____ Department/Program _____ Department ID # _____
 (The correct county job classification/title and job code must be completed for processing)

Regular, routine access to the following application(s) is required for this individual: IS Department use only – indicate processed by, group assigned, user name, password, date completed

- | | |
|---|--|
| <input type="checkbox"/> Active Directory
<input type="checkbox"/> Siemens Dashboard
<input type="checkbox"/> EDM (Hx results, registration documents)
<input type="checkbox"/> Email
<input type="checkbox"/> Health CRM (eligibility, fiscal)
<input checked="" type="checkbox"/> Health CRM MISP (web application)
<input type="checkbox"/> IMPAC Pathology
<input type="checkbox"/> Novius Lab (lab personnel only)
<input type="checkbox"/> Novius Labs ON-Line
<input type="checkbox"/> OASIS/PeopleSoft – Role(s) requested:
<input type="checkbox"/> SafeTrace Blood Bank
<input type="checkbox"/> Siemens Pharmacy
<input type="checkbox"/> SMS Invision Reporting (Express Query)
<input type="checkbox"/> SMS Invision System
<input type="checkbox"/> Soarian Clinicals
<input type="checkbox"/> Syngo Radiology or <input type="checkbox"/> Syngo Order Entry
<input type="checkbox"/> Other:
<input type="checkbox"/> Network folders: | AD-
DB-
EDM-
Email-
HCRM-
HCRMMISP-
IMPAC-
Novius-
Novius LOL-
OASIS-
ST-
RX-
SMS Query-
SMS-
Soarian-
Syngo- |
|---|--|

Department specific applications:

- Wireless Network
 RCRMC_PROVIDERS (personal devices; access to this network must be approved by Executive Administration)
 RCRMC_HEALTHCARE (hospital equipment)

SIGNERS MUST BE ON THE LIST OF APPROVED SAR SIGNERS

Your signature affirms the access that is requested, is a necessary part of the individual's job.

Approved by (Print in blue/black ink): _____ Phone: _____

Approved by (Signature in blue/black ink): _____ Date: _____

Forward completed requests to Information Services

For Information Services use only:	
SMS Invision Stack com:	PRout/menu ID:
ID Prefix: <u> E T C S R A </u>	PRcol/supv ID:
All IS staff - update SAR database and send email notification to manager or administrator once access has been provided.	PRout/cash ID:

Note: Effective 10-7-10, employees' signed Security and Confidentiality Statements are processed by the HR Department, and will be maintained in employees' personnel files.