

UK HealthCare Information Security Access Request Form

Date: _____ (mm/dd/yyyy) New _____ Change ___ Delete _____

LogonID: _____
Needed for change/delete Only!

UKID: _____

Date of Birth: _____
Mm/dd/yyyy

Name: _____
First. M.I. Last

Job

Role: _____

Department: _____

Location/

Building: _____ Phone: _____

Identifying Facts: (For future use by support center to identify you when you call for assistance)

What is your father's mother's name? _____

City where you were born? _____

What is your mother's maiden name? _____

Access Needed:

SCM ___ SCV ___ RSS ___ MAGIC WEB ___ ABN ___ AIM ___ SOFTMED ___

HealthQuest ___ ACE/AIM ___ ED MGR ___ WORx ___ TSO ___

Account ID of another user performing the same role/work: _____
(Active Directory ID)

Additional Information: _____

Director Signature: _____

Director Name: _____ Phone: _____
(Please Print)

Department: _____ Cost Center Nbr. _____
(Please Print)

Send to Information Services – Information Security, 2224B Regency, 9827
FAX 859-257-7848; Office 859-257-7879 – choose option number 2
Client will be called when access is built, normally within 2 business days after authorizations and needed competencies verified.
If the user is not notified within 2 business days, contact the Support Center at 3-8586, they will assist in getting the user's ID.

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Guidelines for completing Access Request Form:

Date is the current date or the date form completed.

New, Change, Delete used to indicate if it is a new ID, change in access, delete access.

LogonID is used for changes and deletes only!

UKID is the SAP assigned Personal ID

Date of Birth needed as identifying element

Name should be the name in HR, not a nickname.

Job Role is needed to determine the correct level of access based on HIPAA mandated need to know or need to access for providing service or care.

Department is the name of the hiring department.

Location/Building is where department is located.

(ie: HOSP = 4N, ED. CLINIC = South, Family Practice, ENT.)

Phone is the number where user can be reached.

Should be a direct line not the public number for the department.

Identifying Facts are challenges that will be used to identify user for password resets or similar support. The user will identify and the responses will be recorded and used as an identifying reference when the user contacts MCIS for support.

Access Needed has several options that may be chosen. All access granted will be based on job functions and responsibilities and Information Security will assist in determining access needs. Call Information Security 257-7879, option 2.

SCM – Sunrise Clinical Manager, clinical application

SCV – Sunrise Clinical Viewer, results

RSS – Resource Scheduling System, used in clinics

Magic Web – Image viewing system

ABN – Advanced Beneficiary Notification

AIM – Automated Insurance Manual

SoftMed – Medical Records Application

HealthQuest – Legacy Clinical Care System – Patient Management [PM],

Patient Care[PC], Patient Accounting[PA]

ACE/AIM – Ambulatory Care Enhancement/Automated Insurance Manual – works with HealthQuest and used in patient registration

ED Manager – Emergency Room module for Sunrise Clinical Manager

WORx – Pharmacy Application for In-Patients

TSO – Mainframe application used by UKHITS staff

Account ID of another user performing the same role/work is another way of informing

Information Security of access needed by the user. When an ID is included, Information Security will research the access for the LogonID listed and replicate it for the requested user.

Additional Information is a comment area where the requestor can pass additional information to Information Security that is not covered elsewhere on the form.

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(ie: user works weekends only, special notification instructions, etc.)

Director Signature is required. This person may have a different title but she/he is the person who approves hiring and/or timesheet.

Director Name is the printed name of the person who signed the request and authorized the user's access.

Phone is the number of the person who signed the request. Information Security will contact this person if problems arise in building access.

Department is the printed name of the department of the person signing the request.

Cost Center Number is the SAP assigned Department Number

Normally, Information Security will notify the user of LogonID and password within 2 business days of receipt of the authorizing request, completed confidentiality form and the completion of any required competencies is verified. Contact the Support Center at 859-323-8586 if you experience a longer delay in issuing requested access.

Email Account is requested using the campus account form found on the forms pages of the UK Web Site.