SIU HealthCare / SIU SOM

External User Request

Instructions

Please send completed form to Director of Patient Safety & Privacy
Phone: (217) 545-5071 or Fax: (217)545-4410
NOTE: Requires approval from SIU's External User Access committee, which meets monthly.
If user request is urgent please call the above number.

User Information

New access request ☐	Renewal of current access ☐
Last Name	
First Name	
Credentials(RN,MD etc)	
Job Title	
Role	
DOB	Last 4 of SSN
Start Date	Stop Date
Email	
Employer	
SIU Sponsoring Department	Phone #
SIU Sponsoring Dept Supervisor Name	

Requester Information

Requesters Name

Requesters Phone #

Requesters Employer

Requesters email

Requesters Signature

Explicit business case reason is required for access to ANY SIU system.

Reason for access

Systems Access -Please check all that apply

Non-Clinical Systems

Off-Campus Access

Calendar & Email

Network Drive Access

SIUMED Campus Wireless
(other than guest network)

Academic Systems
(please specify which systems in 'reason for access' box)

Clinical Systems

Approximate # of
records to be accessed

Centricity EHR (CEMR) historical patient Med Record

FCM Quincy EHR

FCM Carbondale EHR

Allscripts TouchWorks EHR

TouchWorks account information will be released after training is complete.

View Only

Read/Write

Centricity Business Practice Management System (CB)

CB account information will be released after training is complete and the system competency test is passed.

General Inquiry (View Only)

Basic Appt Scheduling

Referral Managment

Front Desk Reception

Charge Entry Coding/

Clinic Billing

Coding Manager

For SIU Use Only

BAA on File

Confidentiality Statement Received

Approved   Denied   Denial
Reason

	Signature	Date
SIU Sponsoring Department Designee		
Committee Member		

Access will expire one year from the date of approval if no Stop Date noted.