

General

Contact your CU Medicine Sponsor or the CU Medicine Help Desk at 303-493-8000 or HelpDesk@cumedicine.us regarding questions or assistance with the completion of the User Account Security Form.

The User Account Security Form is for requesting CU Medicine network accounts, access to network resources and/or access to PC and/or revenue cycle applications for CU Medicine Cost Centers, Affiliates or other Business Associates. This form will need to be submitted to CU Medicine's Help Desk by the user's manager or CU Medicine Sponsor, through their valid company, institution or CU Medicine email account. A button at the bottom of the form has been provided for this purpose.

Submission of this form is required for all new account requests and for all changes or additions to system or application access which has Protected Health Information (PHI). All other changes may be requested with an email to the CU Medicine Help Desk.

A request for access for a new account may be made well in advance of the required access date.

Once the form, with all the required fields completed, is submitted, please allow four (4) business days for processing and verification. In some cases, training may be required before access is granted. The requester will be notified when the request for access is completed.

For a new user, the final account information, activation and password delivery will occur through the CU Medicine Help Desk who will obtain the User Account Security Acknowledgement Form from the user.

Instructions

Select Type of Request first, then type user information in the provided fields:

Select **DFA** or **External User** from the drop down list **(required)**
(with this selection the items that do not apply are removed from the form)

User Information Section

Name:	User's name (required)
Job Title:	User's job title (required)
Department:	Name of department employee will be working in or current department in the case of a department transfer (required)
Phone #:	User's phone number (if known)
Name Change:	New name of an existing user

Email Distribution Lists Section

Are there any CU Medicine company email distribution lists the user needs to be added to?

To request to be added to CU Medicine distribution list(s) (if known):

Select a checkbox, then in the field next to the checkbox type in the name of the distribution list. Up to six (6) distribution lists can be requested on the form. If more than six (6) distribution lists need to be requested, please email the Help Desk.

CU Medicine Access Section

The CU Medicine Access section is used to request access to folders on the CU Medicine Shared Drive (the S: drive). To request access to a folder, select a "S:\Drive" checkbox, then in the field next to the checkbox, type in the name of the folder requested. If more than four (4) shared folders need to be requested, please email the Help Desk after the form is submitted.

Affiliate Applications Section

N/A

PC Applications Section

N/A

Revenue Cycle Applications Section

All Revenue Cycle Applications provide access to Protected Health Information (PHI). In order to comply with the Health Insurance Portability and Accountability Act (HIPAA) legislation, the requesting manager must validate the PHI statement in the Manager Authorization section.

Select the appropriate applications' checkbox. If the requested application is not listed, select the Other checkbox and in the field next to the checkbox type in the name of the application requested.

Applications in this section:

Centricity Business (CB)	Billing and Accounts Receivable - Charge Entry/Payments/Registration
Other	Any other Revenue Cycle Applications

Other Applications Section

Applications in this section:

Contracts Intranet	Access to Legal Contracts on Intranet
Other	Any other applications

Finance Applications Section

AX Reporting (SSRS), reports are stored in individual department directories on the S:\ drive. A Finance Security Analyst's authorization is required for access to all applications and folders in this section and will be obtained by the CU Medicine Help Desk.

Select the appropriate AX checkboxes, then select the Security Level Access required with department and division information.

Enterprise Data Warehouse Section

Applications in this section:

Informatics (PrecisionBI)	Thick Client for Administration and Development
My BI (EDW)	Business Intelligence Electronic Data Warehouse Reporting Website

Manager Authorization Section

To ensure compliance with the Health Insurance Portability and Accountability Act (HIPAA) legislation, select the checkbox if requesting applications containing Protected Health Information (PHI), certifying the user requires this access to perform their normal job duties.

Type requester's information in the provided fields:

Manager's Name:	Authorized requester's name (Please note: This is NOT a signature) (an authorized requester is the user's manager or CU Medicine sponsor)
Date:	Date of request
Manager's Title:	Authorized requester's title
Phone:	Authorized requester's phone number

Submitting the form to the Help Desk

Once the form is completed, it **MUST be reviewed** by an authorized requester (CU Medicine managers and above) and then submitted to the CU Medicine Help Desk through their valid CU Medicine email account (this constitutes a valid electronic signature).

To submit (from an authorized requester's mailbox), select the 'Submit to Help Desk' button at the bottom of the form. This will open a new email with the User Account Security Form as an attachment. The requester only needs to send the email as it will be addressed to the CU Medicine Help Desk.

If the form is filled out by someone other than an authorized requester, select the 'email to Manager for Approval' button, which is also at the bottom of the form. This will open a new email with the form as an attachment. Type in the email address of the authorized requester and send the email. Upon receiving the email, the authorized requester will need to open the attached form, review, then select the 'Submit to Help Desk' button.