General

Contact 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 network accounts, email accounts, access to network resources and/or access to PC applications for administrative employees of **University of Colorado Medicine** (CU Medicine). This form will need to be submitted to CU Medicine's Help Desk by an authorized requester (CU Medicine managers and above), through the requester's valid 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 employee account requests and for any changes or additions to system or application access which has Protected Health Information (PHI) or Financial data. Other changes may be requested with an email to the CU Medicine Help Desk.

A request for access for a new employee should be made by a manager well in advance of that employee's starting employment 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. If software applications need to be acquired, these may not be available within the four days.

For a new employee, the final account activation and password delivery will occur when the employee comes to the IS Department and signs the Security Acknowledgement Form.

Instructions

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

Select **CU Medicine Employee** 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)
Start Date:	Planned date user will be requiring access (if known or applies)
Phone #:	User's phone number (if known)
Name Change:	New name of an existing user

Accounts *Section*

Does the employee (user) need a CU Medicine network account and/or a CU Medicine email account?
A CU Medicine network account allows the employee access to CU Medicine shared drives, intranet, etc.

If so, select the appropriate checkbox(es). ***(For most new employees both boxes would be checked.)***

Email Distribution Lists *Section*

Are there any company email distribution lists the user needs to be added to, other than the default lists?
(Default distributions lists include: CUMED - Company Wide, CU Medicine - department_name)

To request to be added to additional distribution lists (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.

UPI 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 an "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.

This section is also used to request any shortcut on the user's desktop. Select the Shortcuts/Favorites checkbox, then type in the name of the application(s). NOTE: If multiple shortcuts need to be requested, please email the CU Medicine Help Desk after the form is submitted.

Affiliate Applications *Section*

The Affiliate Applications section is used to request the installation of software applications for CU Medicine affiliates, University of Colorado Hospital (UCH) and Children's Hospital Colorado. Please note that access to the affiliate systems will also require the requester working with the affiliate for such access.

To request the installation of UCH applications *(the top of the section)*, select the appropriate checkbox. If the application required is not listed, select the Other checkbox, then in the field next to the checkbox, type in the name of the application.

PC System *Section*

The PC System section is used to request a new PC for the user or report the information on the existing PC the user will use *(if known)*. If a new PC is requested, select the New PC Required checkbox, then in the Planned Location field, type in location where the user will be sitting *(if known)*.

If it is known what printer(s) the user will need to be connected to, type the printer name(s) in the Printer(s) field *(multiple printers can go in this field)*.

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
CB TEST	CB Test Environment (in the field type in the requested environment)
Claims Manager	OptumInsight Claims Manager
Claims Manager Test	Claims Manager Test Environment
Computer Aided Coding (CAC)	Computer Aided Coding
Frontrunner	Credit Balance Manager
eCommerce	Electronic Claims Permits Site
Other	Any other Revenue Cycle Applications

Other Applications *Section*

Applications in this section:

Contracts Intranet	Access to Legal Contracts on Intranet
Global Meet/CenturyLink	Audio Conference Bridge with Desktop Sharing
Eclipse	Project Management Software
Other	Any other applications

Finance Applications *Section*

The AX Application requires associated application security and authorization settings. The appropriate settings will be assigned by the Finance Security Analyst.

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 UPI 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)
Date:	Date of request
Manager's Title:	Authorized requester's title
Phone:	Requester's UPI phone extension

Submitting the form to the Help Desk

Once the form is completed, it MUST be reviewed by an authorized requester (CU Medicine's 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.