

UW Medicine Quick Reference Guide:
Access to Electronic Medical Records for non-UW Medicine Workforce
for External Audits/Reviews

PP20A
Rev. 5/08/2009

Below is the process to obtain access to electronic medical records (EMR) for non-UW Medicine Workforce. It is essential that the individual requesting the access has obtained the appropriate UW Medicine Administration authorization for the non-UW Medicine Workforce to have access to the UW Medicine EMR.

Process:

- 1) About 2 to 3 weeks in advance of the audit, the UW Medicine supervisor (or the UW employee sponsoring access for the non-UW employee) must request an AMC account via the UW Medicine IT Services website:

https://info.medical.washington.edu/online/support_Forms/iris_new.asp

(UW User Access Administration requires the following items when creating an account: Birthdate, Birthplace, & Social Security Number (SSN). While the SSN is not required, it is recommended. Requesters should be advised that while a fake number can be assigned, it will become the user's responsibility to remember this information should they be asked for it in the future. UAA will ask the user to confirm this information to verify their identity, should they need to call regarding their account/password. After explaining this, if the auditor still refuses to provide these items, please contact us directly for assistance.)

An example of a completed online form is included for your convenience in determining what information is required. This form MUST be completed online to obtain a login and password.

NEW REQUEST FORM			Clear Form
This section mandatory for all requests			
* Last Name:	* First Name:	Middle Initial:	* Work Phone:
<input type="text" value="Last"/>	<input type="text" value="First"/>	<input type="text"/>	<input type="text" value="Phone"/>
When requesting Social Security Numbers from workforce members, the requestor needs to notify the workforce member that UW Medicine requests their Social Security Number to verify their identity within the University of Washington computing systems (42 U.S.C. 1320b-7(1)). Providing their Social Security Number is voluntary.			
* EID # or Social Security : (no dashes)	* Job Title:	* Location/Dept/Unit:	
<input type="text" value="Required!"/>	<input type="text" value="Auditor"/>	<input type="text" value="Your Dept"/>	
Email Address:	* Mail Stop:	* Medical Center: (indicate one)	
<input type="text" value="email"/>	<input type="text" value="Your mailstop"/>	<input type="checkbox"/> UWMC <input type="checkbox"/> HMC	

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Both

* **Date of Birth** mm/dd/yyyy:

Required!

* **Birth Place**

Required!

User's UW NetID (if possible):

* **Activation Date (mm/dd/yyyy)**

date

Standard turn-around is 3 business days.

This account ONLY needs

Non-clinical AMC access: Yes No

Expected Departure Date

(use for Temps, Contractors, and Students):

Required!

General Request Comments: (If the user's login has not already been assigned, you may suggest 3 login choices here. We will attempt to fill your request). Logins can be 3-8 characters in length, alphabetic or numeric (no punctuations - _ . !]).

Add additional Account Request Comments as necessary.

Example: Premera Insurance Audit.
scheduled 1/5 - 1/9/2009
Need access to Mindscape & ORCA for
medical record review .

* The person requiring the access will have a signed [Privacy, Confidentiality, and Information Security Agreement](#) on file with their supervisor prior to receiving their login and password

(Check one) Yes No

If you answer 'No', your request will be automatically rejected.

* **Name (Supervisor or Dept. Contact)**

Your Name

* **UW NetID (Supervisor or Dept. Contact)**

Your UW NET ID

* **Department (Supervisor or Dept. Contact)**

Your Dept.

* **Mailstop (Supervisor or Dept. Contact)**

Your MS

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A confirmation email will be sent to the UW NetID noted for the supervisor or Dept. Contact.
If you want an additional email confirmation that UAA received this request, enter the email address you want it sent to

This section for special AMC Domain Requests: (a basic AMC Domain account is automatically set up)

Add user to the following Global Groups:
(fill out if known)

AMC Domain Comments: (To help us expedite your request, please give an example of a user with the desired AMC Domain privileges - put additional comments as needed).

* You will immediately receive a confirmation email. If you do not receive a confirmation email, your request was not submitted.

- 2) Send an email to each respective entity's Privacy Office with a completed UW Medicine Access Request Form attached.
(Please include a short description explaining the reason access is needed, and be sure to include a date range for when it should start, and when it should end.)
- 3) Each entity's Privacy Office will review and send approval to UAA if satisfactory. Once approval is received by UAA, please allow 3-6 business days for activation.

On the day of the auditor's visit:

- 1) The auditor should review & sign the UW Medicine Privacy, Confidentiality and Information Security Agreement. (PCAISA) (This agreement should be kept on file in the department.) A copy can be located at:
http://depts.washington.edu/comply/docs/PP_04_A.pdf
- 2) In order for the auditor to retrieve their login & password information; they will need to call the IT Services Help Desk at 206-543-7012.
(Users will be asked to verify their identity by confirming the following: date of birth, place of birth and possibly SSN.)

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*No one other than the auditor should use or have access to their login and password.
Any training to use the electronic medical record or other application is the
responsibility of the UW Medicine department overseeing the audit.*