

HARBORVIEW MEDICAL CENTER

Request for S.C.A.N Authorization Codes

INSTRUCTIONS: Please read before completing

- 1.) Request authorization codes only for those persons requiring the use of S.C.A.N. (Department and Group Numbers assignments are discouraged.)
- 2.) Complete one line for each authorization code required.
- 3.) If you travel frequently within or out of state and/or work outside the facility and have the need for remote access service, write "yes" in the "SCAN Plus Card" column.
- 4.) When changing or deleting a S.C.A.N. user, include the S.C.A.N. number in the "Authorization Code" column.
- 5.) Indicate "Add", "Delete", or "Change", on each line, in the indicated column.
- 6.) Sign and complete the bottom line of the form and return to **S.C.A.N. Coordinator Box 359707.**

When authorization codes are provided by the State of Washington, Department of Information Services, the information will be sent back to the representative name below. SCAN Plus Cards will arrive in a separate mailing.

The S.C.A.N. Network is for business use ONLY. Personal calls must be charged to one's residence telephone, personal credit card, or made from a pay station.

Authorization Code	Cost Center (Budget #)	Last Name, First Name	Telephone Number	Add, Delete Change	SCAN Plus Card	
Authorized Representative Signature		Print Name	Department		Box Number	Phone #