

VITL Access User Enrollment/Deactivation Form

Please complete the VITL Access User Enrollment/Deactivation Form when there are new users or deactivations. Fill in all applicable fields and return to VITL via a MyVITL ticket. Once VITL receives your completed form, processing will take approximately five business days.

QUESTIONS? Call VITL Support at 877-592-4053

Please Choose One:

New Users

Deactivations

Section 1 – Organization Information

Name of Organization

Mailing Address

City, State, Zip

Section 2 – Accounts Authorized by Local Security Officer (LSO)

*The LSO was designated during the initial VITL Access enrollment process, and is responsible for authorizing user accounts, privacy and security compliance, and coordinating audits at the organization. The LSO signature is required for all VITL Access accounts.

Printed Name of Local Security Officer

Title

Signature of Local Security Officer

Date

Email Address

Phone Number

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Organization Name: _____

Section 3 – User Information Instructions

- Complete the user information fields and review for accuracy. If the user does not have an email address, enter the LSO’s email address or leave blank.
- The VITLAccess username follows this naming convention: firstname.lastname. If a user named “Anthony” goes by the name of “Tony”, then please provide “Tony” as the first name on this form.
- Select a user role. The LSO decides the level of access for each user. Users may have full patient chart access or limited access.
- For security purposes, users must provide a secondary email address that will be used for the distribution of their temporary password. This email address will not be used again. If a secondary email address is not provided, VITL will arrange a different mode of communication to provide temporary passwords.

Below is a list of roles available within VITLAccess. Add the number for the role in the “Role Requested” column.

1. **Provider** – User can view clinical and demographic data on all patients in VITLAccess that have not Opted-Out of the VHIE. If the patient is presenting with a medical emergency, this role can break glass to view Protected Health Information (PHI) of an Opted-Out patient . This role has access to the Patient Consent module and can modify consent on all patients within the VHIE.
**The provider’s NPI must be included when requesting the Provider role for a user.*
2. **Staff Global** - User can view clinical and demographic data on all patients in VITLAccess that have not Opted-Out of the VHIE. If the patient is presenting with a medical emergency, this role can break glass to view Protected Health Information (PHI) of an Opted-Out patient. This role has access to the Patient Consent module and can modify consent on all patients within the VHIE.
3. **Demographics Global** - User can view demographic data on all patients in VITLAccess that have not Opted-Out of the VHIE. This role has access to the Patient Consent module and can modify consent on all patients within the VHIE.
4. **Demographics/Facesheets Global** - User can view demographic and encounter facesheet data on all patients in VITLAccess that have not Opted-Out of the VHIE. This role has access to the Patient Consent module and can modify consent on all patients within VHIE.

First Name	Last Name	User’s Email Address	Secondary User Email Address	Provider’s NPI (if applicable)	Role Requested

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