



VITLACCESS USER ACCESS MANAGEMENT REQUEST FORM

1 Mill Street, Suite 249, Burlington, VT 05401 | 802-861-1800 | vitl.net

This form is to be used by your organization's VITLAccess Local Security Officer to request new users, make changes to existing users, or deactivate users and remove their access. Please fill in all applicable fields, sign, and return to VITL via a MyVITL ticket or email to vhiesupport@vitl.net. Once VITL receives the completed form, processing may take up to five business days.

For new user requests, VITL will distribute VITLAccess user credentials in the following way:

1. Usernames will be provided to the VITLAccess Local Security Officer via a MyVITL ticket for distribution at your organization.
2. Temporary passwords will be emailed directly to the new user via an encrypted email.

If you have any questions, please contact VHIE Support: [MyVITL ticket](#) | vhiesupport@vitl.net | 877-592-4053

Name of Organization:

Authorization by VITLAccess Local Security Officer

The VITLAccess Local Security Officer is responsible for authorizing user accounts, privacy, and security compliance, and coordinating audits for your organization. By signing below, I authorize VITL to create, change, or deactivate VITLAccess user accounts for the individuals listed below.

VITLAccess Local Security Officer Signature

Date

Printed Name of VITLAccess Local Security Officer

Title

Email

Phone



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VITLAccess User Information

User Add: If you are adding a new user all fields are required. Select the appropriate role for each new VITLAccess user. The role will determine if the user will be provided with full access to clinical data or limited patient information.

- 1. Provider** - User can view patients' clinical and demographic data. The provider role requires the clinician's National Provider Identification Number (NPI).
- 2. Staff Global** - User can view patients' clinical and demographic data.
- 3. Demographics Global** - User can view patients' demographic data.
- 4. Demographics/Facesheets** - User can view patients' demographic data and encounter facesheets.

User Role Change: If you are changing a user's role and level of access, please use the drop-down to specify their new role.

User Deactivation: If you are deactivating a user, you only need to provide the user's first and last name

| Request Type | User First and Last Name | User Email | VITLAccess User Role | NPI (Provider only) |
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