VITL

VITLACCESS USER MANAGEMENT FORM

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. 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.

If you have any questions, please contact The VITL Support Team: MyVITL ticket | support@vitl.net | 802-861-1800

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 Management Request Types and Instructions

User Addition: 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.

Clinical - The Clinical role provides access to all clinical and demographic information for patients with records available in the Vermont Health Information Exchange. It is appropriate for clinicians and for staff who need access to clinical records to do their work.

Clinical with Break Glass - The Clinical role provides access to all clinical and demographic information for patients with records available in the Vermont Health Information Exchange. It is appropriate for clinicians and for staff who need access to clinical records to do their work. This role includes the ability for the user to Break Glass to access the record of an opted-out individual in the event of a Medical Emergency.

Demographics Plus - The Demographics Plus role provides access to the patient demographics banner, and to information about encounters, insurance, and patient relationships.

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

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