Submit User Provisioning Worksheet

Healthix

User Access Request

* Break The Glass privileges are only permitt[...]
** CMC = Clinical Message Center in the porta[...]

This Must be fully complete for the form to be accepted for Provisioning

Please choose the "User Title" that most closely matches with the role of each new user.

Note: this choice defines the level of access reflected in the column "Access Authority".

For Users who will be receiving alerts through the CMC in the Healthix Portal please enter "yes" in this field.

This is required for all licensed practitioners.

Last Name	First Name	User Title	Minor Consent	Hosted Registration	Break The Glass	Healthix Alerts through CMC	Access Authority	Email Address	Mobile Number	Local EMR system Login ID (required for SSO access)	NPID (required for Practioners)

Confirm "Last Name and First Name" are in the Right Order.

Minor Consent: For providers of minor consented services, this role can be added to the Practitioners user account so that they can obtain a one-time consent override from a minor patient aged 10-17 to access data in Healthix. This role requires additional training and auditing. Please contact your Relationship Manager for additional information if you are unsure this role applies to you.

Break the Glass functionality is only permitted for providers in a Hospital. This role allows one time access to authorized providers a role consistent with providing Emergency Patient Care. This role requires additional training and auditing. Please contact your Relationship Manager for additional information if you are unsure this role applies to you.

This is a locked cell, the value presented here will depend on the User Title choice selected

Each user is required to provide an email address that is unique and only accessed by the person getting this user account. Group email addresses are not permitted as per Healthix Policy

Mobile number is required for all Portal Users to allow text-based multi-factor authentication process.

This is required for organization that access Healthix via Single Sign-On, or that have CCD/ C-CDA query capabilities through thier EMR. Please contact your Healthix Relationship Manager to determine if this is required for your organization.

For Customers that are utilizing the Healthix Hosted Registration Tool for consent entry, each staff member that is collecting patient consent must have thier own Healthix Portal Account. For those users that will be collecting consent, be sure to select "yes"