



Security & Remote Access Request

University Medical Center
Department of Information Technology

Ver.04.08

Submit Requests To:

Attention : Greg Milford - ISO
Fax : (806) 775-9116
Email : iso@teamumc.com

All fields are required unless otherwise denoted with an asterisk (*). **Incomplete** or **illegible** information may cause processing delays.

DATE : _____ 2010 REQ TYPE NEW EMP CHANGE / UPDATE TRANSFER CONTRACT Yes No
REQ : _____ 2010 EMPLOYER UMC PNS TTUHSC OTHER _____

SSN _____ DEPARTMENT _____
NAME _____ JOB TITLE _____
LAST EMP * _____ COST CENTER _____ NURSING LIC _____
SUP NAME _____ EMAIL _____
OFFICE _____ FAX * _____

Physicians and Third Party: Please provide **your** contact information above in lieu of the requested supervisor contact information.

GENERAL * **REMOTE ACCESS *** **ADDITIONAL DETAILS *** **USERNAME (IF EXISTING) *** _____
 UMCNET CITRIX PORTAL [REQUEST NON-STANDARD SECURITY OR ADD DETAILS TO AID IN PROCESSING THIS REQUEST]
 EMAIL VPN CONNECTION _____
 DIRECT DIAL-UP _____

By signing, you are acknowledging that you understand and agree to abide by the following policies :

Employee / Requestor

- I will hold as confidential and secure all patient, personnel, financial & administrative information, communications and any other information made confidential by law or UMC policy.
- Patient information will be accessed on a need-to-know basis only.
- I will use email and Internet access only in accordance with UMC policy. Email is subject to review by management.
- Access to patient information will be audited on a random basis to determine potential breaches of confidentiality.
- Any breach of confidentiality will result in disciplinary action that may include immediate termination of employment.

Supervisor

- Security has been defined for specific positions based on the functions performed within the respective department. These roles and privileges are defined in the Information Technology Security Listing available on request or at the UMC Intranet site (<http://umcintranet>). Any additional requested system accounts listed here will processed and granted with your approval.
- When an employee under your supervision no longer needs access to UMC systems, either due to position change or termination, you will notify the UMC Information Security Officer through email, signed fax, or UMC's "Termination/Status Change Notification", available to Department Directors at the UMC Intranet site.

Employee / Requestor Signature

Supervisor Signature

>>>> THIS SECTION IS FOR INFORMATION TECHNOLOGY USE ONLY <<<<<

PROCESSED: _____ / _____ / _____ BY: _____ USERNAME: _____

ACCESS GRANTED :

NOTIFIED USER / SUPERVISOR ON: _____ / _____ / _____ BY:: _____ VIA: EMAIL | PHONE | FAX