Add or Remove User Request Form

Directions: Please complete this form to notify the Reliance eHealth Collaborative of user(s) who are joining or leaving the practice. Reliance staff will contact you when the change has been completed. Submit your form to helpdesk@reliancehie.org

Organization Name							
Last	*First*	*Organization/Location*	Unique Email Address	Add or Remove User	CHR User Role	eReferrals User Role	Needs eReferrals external email Notification

Authorized by Name: Email: Date:

CHR User Role	Description	Staff role examples
No Access	User will not be able to access any part of the Community Health Record	
Staff Basic	Clinic staff that will have access to only demographic information.	Register, Scheduler
Staff Clinical	Clinic staff that will have access to clinical and demographic information.	Nurse, Medical Assistant, Case Manager

eReferrals Access:	Description:
Referral Manager	User will have Full access to send, update, process incoming eReferrals, and access to referral reporting.
Referral User	User will have Full access to send, update, and process incoming eReferrals.
Read Only	User will be able to access eReferrals but not be able to send, update, or process incoming eReferrals.
No Access	User will not be able to access any part of the eReferrals module