

Piedmont Link Site Admin Access Request For Established Practices

Once this form is completed please go to
https://piedmontlink.piedmont.org/PRD/common/account_request_main.asp
and upload completed form* to Site Admin request in appropriate section after selecting Site Admin type.
*Required sections must be fully completed or access request will be denied.

Please note this access request form is to give the user listed below access to Piedmont Link as Site Administrator. This access gives the user permission to enter access requests for site verification, requesting new users, deactivate users, reset passwords and update location information. **Please ONLY complete this form for users, such as office managers, who your group is willing to give Site Admin access to.** Thank you.

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|--|--|
| Legal Name: | Credentials: (If Applicable) |
| Nickname: | |
| Job Description: | |
| Work email: | |
| Work Phone (Direct #): | |
| If you currently work at a Piedmont Facility, please provide current User ID: | |
| Practice Legal Name: | |
| Address & Location: | |
| Sponsoring Physician*: * Required if user will be using Order Entry | |
| Physician's GA License #*: * Required if user will be using Order Entry | |

Employee Signature _____ **Date:** _____

Office Management Personnel or Physician* to complete the following:

*This section must be completed by someone else in management for your location or a physician other than the person requesting site admin access. The top portion and bottom portion of this form **cannot** be completed and signed by the same person.

| |
|---|
| Verifying Team Member name: |
| Team Member Email: |
| Team Member Direct Phone number: |
| Team Member Role/Title: |

Office Manager Signature _____ **Date:** _____

Policy

It is the policy of Piedmont Healthcare, Inc. that although Piedmont Healthcare's Privacy and Information Security Program policies require a job-related reason for records access, accessing a family member, a friend, or one's own record is inappropriate even though job-related.

I understand this policy. I further understand that it is against PHC policy to share my Epic ID and password. A violation of these policies would be cause to terminate my Epic access immediately.