

4 Steps to Computer Access

1	Obtain Forms <ul style="list-style-type: none">➤ Browse to munsonhealthcare.org/physicianforms➤ Scroll down to the Information Systems forms➤ Open and print one Computer System Access Request Form and one Confidentiality Agreement for each staff person who will need access.
2	Complete Forms <ul style="list-style-type: none">➤ A Computer System Access Request Form and a signed copy of the Confidentiality Agreement are required for each staff member who will access the system.➤ Incomplete forms will delay your request. Be sure to complete each field. Commonly missed items include: Practice name, employee social security number, employee birth date, manager signature, sponsoring physician (required for all non-physicians and for physicians who are not on the medical staff of a hospital), and Applications/Software that are needed.➤ If you're requesting Cerner/PowerChart, you MUST select an access level. Setup like or same as are not permitted under federal regulations. Access levels for Cerner: Read Only Level 1 – External: View Allergies, unrestricted Lab Results, orders, other documentation. Create custom, relationship based and provider group lists. Read Only Level 2 – External: All access included in Read Only Level 1 – External plus ability to view HIV results and other sensitive documentation types.➤ If you are a licensed independent provider (MD, DO, NP, PA) and credentialed at one of our facilities your access level will be adjusted according to your license.
3	Fax Forms <ul style="list-style-type: none">➤ Fax the completed Computer System Access Request Form and a signed copy of the Confidentiality Agreement to 231-935-3215.➤ Our standard processing time for single requests received with complete information is 3 to 5 days. Group requests may take a little longer.➤ The practice will be emailed when the request is complete. A notice will be emailed to the requestor unless one is not provided, in which case the notice will be emailed to the manager.
4	FREE Education <ul style="list-style-type: none">➤ Call Munson Staff Development at 231-935-6532 or 231-935-7922, 8 am - 4 pm, to register for FREE PowerChart results classes.➤ This optional class provides hands-on learning on how to access results.➤ Self-paced online PowerChart education is also available at: munsonhealthcare.org/providerspowerchartonlinecourses
?	Assistance or Questions <p>For questions or assistance please contact the Information Systems Help Desk at 231-935-6053. The Help Desk is open 24 hours a day, 7 days a week.</p>