



**Methodist Le Bonheur Healthcare (MLH)
Non Associates System Access Request Form**
Please complete the required fields (*)
Incomplete form will not be processed.
Fax form to MLH IS Help Desk at (901) 516-0207

Request Type: Select one. Provide MLH login ID to change role, disable access or re-activate access

☐ Add New User ☐ Role Change ☐ Disable Access ☐ Re-Activate Access MLH Login ID _____

User Information

*Legal Last Name _____ *Legal First Name _____ *MI _____
☐ MD ☐ NP ☐ PA ☐ MA ☐ RN ☐ LPN ☐ Non-Licensed Provider/Staff ☐ Other: _____
Maiden Name _____ *Date of Birth _____ *Last 4 SSN _____
*Phone _____ Fax # _____ *Email _____
*Practice Name _____
*Practice Address _____

I, _____, the physician, or the physician authorized representative, have read and understand the "Confidentiality Agreement Regarding Access to Electronic Medical Records" (the "Agreement") located on www.methodistmd.org in its entirety. By signing below, I hereby adopt the Agreement and agree to all the obligations described for the practice members as outlined in the Agreement, and any amendments agreed upon by the Practice member.

*User Signature _____ *Date _____

***Please answer ONE of the following so that Methodist Information Systems can identify you when contacting the Helpdesk. Please do not share this answer with anyone**

Mother's Maiden Name _____ Best Friend's Name _____ Favorite Color _____

***Roles and Descriptions – Only one role selection per request**

<input type="checkbox"/> Non-Credential Physician/NP/PA NPI # _____	Referral Provider with Limited Access Patient list of established relationships (e.g. referring provider, ordering provider, PCP). No patient search rights.
<input type="checkbox"/> Credentialed Physician/NP/PA, Non-MetroCare Member	Credentialed providers have full patient chart access.
Non-Credential Provider's Office Staff <input type="checkbox"/> Physician Office Staff – Clinical Role (RN/LPN/MA/Receptionist)	MyMLHPatients Access This role can view patient's data and print documents, no search.
Credential Provider Non-MetroCare Office Staff <input type="checkbox"/> Physician Office Staff – Clinical Role	Access Description This role CAN'T search. User must obtain Proxy Patient list from staff with search rights.
<input type="checkbox"/> Physician Office Staff – Manager Role	ONLY Methodist credentialed providers' staff. They can Search and Proxy Patient list for staff. This role is limited by the number of Methodist credentialed providers.
<input type="checkbox"/> Physician Office Manager with Orders	Can Proxy list, Propose PowerPlans & submit H&Ps. This role is limited by the number of Methodist credentialed Surgeons.
<input type="checkbox"/> Physician Office Manager with Anesthesia	ONLY Methodist credentialed Anesthesia providers' staff can request this role.

Practice Manager or Site Manager Use Only

*Practice/Site Manager Name _____

*Signature _____ *Date _____

Methodist Le Bonheur Healthcare Use Only

*MLH Health Information Management Director Name _____

*Signature _____ *Date _____