UCLA HEALTH Medical Information Technology Services / 176746 10880 Wilshire Blvd., Suite 600 Los Angeles, CA 90024 Phone: (310) 267-4560 / Fax: (310) 794-7895	**NON-EMPLOYEE ACCESS REQUEST FORM**	ServiceNow RITM# :

PLEASE TYPE (or print legibly) REQUIRED INFORMATION BELOW.

(1) **LEGAL NAME** (Last/First/Middle Initial) [REQUIRED]	(2) TITLE / ROLE [REQUIRED]	(3) TELEPHONE (Work) [REQUIRED] ( )

PLEASE CHECK THE APPROPRIATE BOX:
☐ NEW APPLICATION   ☐ ACCESS CHANGE   ☐ INFORMATION CHANGE

(4) ORGANIZATION AND MAILING ADDRESS [REQUIRED] (Department/Room no./Building or Street Address/City, State & Zip)	(5) MOTHER'S MAIDEN NAME OR IDENTIFYING SECRET WORD [REQUIRED]
(6) SPONSORING DEPARTMENT: _____ [REQUIRED] MANAGER / SUPERVISOR: _____ [REQUIRED]	(7) CONTRACT / APPOINTMENT END DATE: [REQUIRED] _____ ***End date cannot exceed 1 year**

(8) ACCOUNT(S) REQUESTED:

NETWORK	MAINFRAME/RACF	FORMS PORTAL	CareConnect	EMPAC
☐ AD Domain ☐ Exchange ☐ VPN	☐ Mainframe / RACF Model: _____ (For PBS, FPG, or Financial Srvcs)	☐ Westwood ☐ Santa Monica ☐ NPH Level: _____	☐ MUSE/EKG ☐ OBIX/Fetal Monitoring ☐ Cadence Scheduling ☐ Cash Drawer Template: _____	SELECT ONE ONLY ☐ Requisition Requester ☐ Requisition Approver ☐ Other: _____

☐ **PACS**   Extended Timeout: ☐Yes ☐ No   Access Type: _____

☐ **RIS-IC** (Formerly IDX)   Default Org: _____   Access Type: _____

                    Lock Manager: ☐Yes ☐ No

☐ **Powerscribe**   Access Group: _____

☐ **Allscripts BedXpress**   ☐Ronald Reagan Hospital   ☐ Santa Monica   ☐NPH

☐ **iCap**   Specify iCap Group(s): _____

                    Type: _____   Role: _____

☐ **OneStaff**

NOTES, COMMENTS, ADDITIONAL ACCESS, REQUESTS, EXTERNAL EMAIL ADDRESS:

I HAVE READ AND UNDERSTOOD THE ABOVE STATEMENT:

_____   _____
Applicant Signature [REQUIRED]   Date [REQUIRED]

(9) AUTHORIZER [REQUIRED] _____ / _____ _____ Signature / Print Name Date	Please attach this form to your ServiceNow request

Revised 7/18/13

Please do not modify this form. Include any additional access or comments on a separate page.