

**SYSTEM ADMINISTRATOR ESTABLISHMENT FORM**

**I. SYSTEM ADMINISTRATOR & CLINIC INFORMATION**

<b>*System Administrator:</b>	
<b>Job Title:</b>	
<b>Check All that Apply:</b>	<input type="checkbox"/> Medical Provider (MD, PA, ARNP, Etc ) <input type="checkbox"/> Office Staff <input type="checkbox"/> Other User
<b>System Administrator Email:</b>	
<b>System Administrator Phone:</b>	
<b>Clinic/Office Name:</b>	
<b>Clinic Address:</b>	
<b>City, State, Zip:</b>	
<b>Clinic Phone number:</b>	
<b>*The Office Manager will typically serve as Security Administrator.</b>	

**II. SYSTEM ADMINISTRATOR RESPONSIBILITY**

The System Administrator will be the primary contact related to the clinic's use of St. Dominic's EHR. This individual's responsibilities include:

- Ensuring users who gain access to St. Dominic's electronic medical record system have received HIPAA privacy and security training.
- Training users on St. Dominic's electronic medical record system.
- Submitting to St. Dominic's IT Department all requests for access to EHR.
- Keeping an up to date log of all users with access to St. Dominic's electronic medical record.
- Notifying St. Dominic's of a user's change of employment status immediately for deactivation purposes. (Termination, Retirement, etc)
- Reporting any and all unauthorized uses and disclosures to St. Dominic's Privacy Officer within 5 business days of the disclosure.

**Security Administrator Name:**

**Signature:**

**Date:**

