



UBMD Enterprise System Access Request Form Non Provider

Last Name: _____ First Name: _____ UBIT name: _____

Contact Info: Email: _____ Phone: _____

Status: Permanent Temporary Other: _____

Please indicate: New Application Activation Date: _____

Reactivation

Deactivation Deactivation Date: _____ Assign residual tasks to: _____ (REQUIRED)

Change role/responsibility Effective Date: _____

Requested Training Date(s): _____ (Check Ongoing Training Schedule for dates)

What Providers will this user support? _____

Role (users can have multiple roles)

Non-Clinical

Front Desk/Registration/Secretary/MOA

Site/Office Manager

Med Records

Billing Staff

View Only

Chart Reviewer

Start Date: _____

End Date: _____

Other: _____

Clinical

Clinical Support Staff 1*

MA Ancillary/Other: _____

Clinical Support Staff 2*

MA Nurse Ancillary/Other: _____

*The difference between Clinical 1 and 2 is Clinical 1 staff can prep Rx renewals. Clinical 2 staff can prep Rx renewals AND prep new Rx's.

Clinical Manager/Supervisor/Nurse Manager

Research

Student Start Date: _____ End Date: _____

Scribe

Care Management

Affiliation: _____

Location: On UB campus Off campus

Other: _____

Access

CGM (Practice Plan Management)

Provider Grp: _____ Control Grp: _____

Task Mgr: _____ Acct Collections: _____

Allow user to block/freeze provider schedule? Y N

Allscripts (EMR)

Task Views: Standard setup includes – My Active, Current Pt Active, Current Pt All, Active Pt Today & role/site specific group coverage views per below. Please select the applicable team based views for user:

Front Desk – Results Communication, Portal Tasks, and Ereferral Tasks

Clinical Staff - Med Tasks, Order Result Group Coverage, Perform Order, Clinical Staff Team & Results Communication

Site/Office Manager/Clinical Super - All site based task views

Billing Staff - Adjust Charges, Review Encounter, Manage Charge Edits & Billing View

Student/Research/Chart Reviewer/View Only – N/A

Additional/Other views: _____

Worklist Views Please select the applicable team based views for user:

Front Desk - UBMD Orders Requiring Financial Auth, UBMD Orders Requiring Scheduling & UBMD External Referrals

Clinical Staff - ALL Results ALL Providers & UBMD External Referrals

Site/Office Manager/Clinical Super- ALL site based worklists

Patient Access (UBMD Referrals) Views: _____

Additional views (if required): _____

Scan

Folder Access (please list any folders user should have access to): _____

Portal Invite Dashboard

Prenatal Module (OBGYN users and Family Med providing OB services, Clinical staff only)

Supervisor Approval – Signature required _____

Print name: _____ Phone: _____ Email: _____

Please fax to:
UBMD Support Desk
(716)849-5620



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PLEASE INDICATE WHAT SITE OR SITES NEW USER WILL BE ASSIGNED TO BELOW

Last Name: _____ First Name: _____

Site Name
UB Family Medicine Sites
UBMD Family Medicine at Amherst
UBMD Family Medicine at BestSelf Behavioral Health (formerly Lakeshore)
UBMD Family Medicine at Sheridan
UBMD Family Medicine Special Services (Addiction Med)
UBMD Family Medicine at Conventus
UB Internal Medicine Sites
UBMD Internal Medicine - Adult Cystic Fibrosis Clinic
UBMD Physicians Group at Amherst-Primary Care
UBMD Physicians Group at Amherst- Specialty
UBMD Internal Medicine - Niagara Falls Nephrology
UBMD Internal Medicine - Linwood
UBMD Internal Medicine - ECMC Specialty
UBMD Internal Medicine at Conventus
UBMD Sleep Medicine
UBMD Sleep Medicine- Batavia
UBMD Sleep Medicine-Hamburg
UBMD Sleep Medicine-Lancaster
University Neurology Sites
University Neurology Inc - Admin (Main St., Buffalo)
University Neurology Inc – at Conventus
University Neurology Inc at Main - General
University Neurology Inc at Main - Ped
UBMD Alzheimer’s & Memory Disorder Center at Conventus
UBMD OBGYN Sites
UBMD OB/GYN at BNCPH
UBMD OB/GYN at Conventus
UBMD OB/GYN at Wehrle
UBMD OB/GYN at Millard Fillmore
Ophthalmology Site
University Ophthalmology/Ross Eye Institute
USI Sites
University at Buffalo Surgeons, Inc. - BGH C319
University at Buffalo Surgeons, Inc. - BGH D3-539
University at Buffalo Surgeons, Inc. - BGH C3 Patient Care
University at Buffalo Surgeons, Inc. - Billing Office
University at Buffalo Surgeons, Inc. - ECMC Patient Care
University at Buffalo Surgeons, Inc. - BGH 7th Floor B Bldg
University at Buffalo Surgeons, Inc. at Conventus
University at Buffalo Surgeons, Inc. at Youngs Rd.

Site Name
University Pediatric Associates (UPA) Sites
Pediatric Allergy/Immunology Division
Pediatric Allergy/Immunology at UB Commons
Pediatric Allergy/Immunology at Conventus
Pediatric Allergy/Immunology at Southwestern
Pediatric Adolescent Medicine Division
Pediatric Adolescent Medicine at UB Commons
Pediatric Cardiology at UB Commons
Pediatric Cardiology Division
Pediatric Cardiology at WCHOB
Pediatric Cardiology at Southwestern
Pediatric Endocrinology/Diabetes Division
Pediatric Endocrinology/Diabetes at UB Commons
Pediatric Endocrinology/Diabetes at Conventus
Pediatric Endocrinology/Diabetes at Neuro Oncology at WCHOB
Pediatric Endocrinology/Diabetes at Southwestern
Genetics Division
Genetics at UB Commons
Genetics at Conventus
Pediatric DDNC Division
Pediatric DDNC at UB Commons
Pediatric DDNC at Conventus
Pediatric DDNC Outpatient Procedures
Pediatric DDNC at Southwestern
Pediatric Hematology/Oncology Division
Pediatric Hematology/Oncology at WCHOB
Pediatric Hematology/Oncology Neuro Oncology at WCHOB
Pediatric Hematology/Oncology Outpatient Procedures
Pediatric Hematology/Oncology at Southwestern
Pediatric Infectious Diseases Division
Pediatric Infectious Diseases at Conventus
Pediatric Nephrology Division
Pediatric Nephrology at UB Commons
Pediatric Nephrology at Conventus
Pediatric Pulmonary Division
Pediatric Pulmonary at UB Commons
Pediatric Pulmonary at Conventus
UBMD Pediatrics
Urology Sites
University Urology – Maple Rd
University Urology - BGH