County of Los Angeles   **Department of Health Services**

OLIVE VIEW-UCLA MEDICAL CENTER
INFORMATION SYSTEM DEPARTMENTAL
POLICY & PROCEDURE

NUMBER: 1536
VERSION: 1

SUBJECT/TITLE: **OVIS - 113 COMPLETION OF INFORMATION SYSTEMS USER**
                                  REGISTRATION FORM

POLICY:

PURPOSE:

To provide a mechanism to appropriately request access to ValleyCare Hospital Information Systems Network

DEPARTMENTS: **INFORMATION SYSTEMS (*All ValleyCare Departments*)**

DEFINITIONS:

PROCEDURE:

1. Obtain the Information Systems (IS) User Registration Form (OVIS Form-001) from the ValleyCare Intranet Site.

2. The I.S. Registration Form is all inclusive and include the "Employee Acknowledgment of Data Security Responsibilities". The I.S. Registration Form is used for adding and deleting users from the system, or requesting a change in access to the system.

3. Complete the appropriate fields/data for specific system request and sign the Employee Acknowledgment of Data Security Responsibilities section.

4. Submit the registration form to the department head or supervisor for approval and signature.

5. Submit signed form to Information Systems Security Director, Room 1D132 or Fax to (818) 364-3880

6. If the user request is within their assigned work area, the Supervisor will take the appropriate action and maintain a copy of the signed registration form on file.

7. NOTE: If the area department head or supervisor approves a request for access to areas other than the user's assigned area, the registration form

must be forwarded to the Information Systems Division Security Director
and he/she will evaluate the request for further processing.

8. The signed form will be maintained on file in the User's department file or
Information Systems Division.

References:	
Approved by: Susan Aintablian (Chief Information Officer)	Date: 06/02/2010
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