STAFF ADD/CHANGE REQUEST

(please print clearly)

List all staff members who will have access to the MedScript InQuiry system for viewing and printing transcriptions.

Staff Name: |_____**|**___**|**_____**|**
First Middle Last

Primary Responsibility of Staff Person (Nurse, Medical Records, etc): _____

Location: _____

Setup Same as User:_____
Provide name of another user at same location that has the access rights that this user will have

If the staff person will be modifying transcriptions for specific Clinicians, please list those Clinicians under "Proxy Clinicians".

Proxy Clinicians: _____

_____

Note: Proxy Clinicians are those clinicians whom your staff will be given the ability to view, edit, and complete clinician's transcriptions based on your selections for the Staff Proxy Role below:

Staff Proxy Role

Select the type of Proxy access your staff person will be given. You can select multiple check boxes.

☐	Staff person can edit both the header and body of the listed clinician(s) transcription(s)
☐	Staff person can ONLY edit the header of the listed clinician(s) transcription(s) (demographics only)
☐	Staff person can complete the listed clinician(s) transcription(s) (complete=move forward in workflow)

Folder Access:

- ☐ Final Print Folder
- ☐ Dr. Approval Folder
- ☐ Pending Folder
- ☐ Search All Folder
- ☐ Dr. Approval Folder from Search All

Maintenance Access:

- ☐ Can Change Password
- ☐ Can Print Originals
- ☐ Can Edit after Authentication
- ☐ Can Edit Header after Authentication

Authorized By:_____ **Date:**_____

Fax#_____ **Email** _____

----------For MedScript Use Only----------

Staff Username:_____ **Staff Password:** _____
(8-character limit)

Entered By: _____ **Date:** _____

Sent to Client By: _____ **Date:** _____