VITALWARE
ACCOUNT REQUEST FORM

▶ Call the Service Desk 1-888-316-7446 (local 337-0600) if you are unclear about any fields below.
▶ The Service Desk will complete the request within two days from receiving the request.
  Return to: Fax Number: 306-781-8480
  Email: servicedesk@ehealthsask.ca

User Information

Type of request (check one):	☐ New user	☐ Change in User Information	☐ Remove Access

User's Full Name printed:		Work Phone #:	
Working Title:		Email Address:	

Environment	☐ Production	☐ User Acceptance Test (UAT)

Group Type

☐ Admin	☐ CST Phones	☐ Customer Experience
☐ Mail Room	☐ Management	☐ Production
☐ Registration	☐ Restricted	☐ Team Leads

User's Agreement

General Agreement

- As a user of the system, I recognize the importance of securing personal health information of our customers.
- I agree to utilize the information included in the system for the purposes authorized by my Registrar or their designate.
- I recognize that the use of this data for unauthorized or unlawful purposes is strictly prohibited and is subject to prosecution by the Government of Saskatchewan or its agents.

Workstation Security

- I agree to keep secure all data available to me in the system. I will not allow unauthorized users to access this information.
- I will keep private all passwords associated with the system.
- I have secured my workstation with a screen-saver password to assure security should I leave my machine for an extended period of time.

Service Authorization

User's signature: _____

Date (YY/MM/DD)

I acknowledge that the subscriber is permitted access to the selected services. **Date access is required:** _____

Date (YY/MM/DD)

Manager's Information
Name: _____
(please print)

Work Phone Number

Signature: _____

Date (YY/MM/DD)

Authorized Approver's Information
Name: _____
(please print)

Work Phone Number

Signature: _____

Date (YY/MM/DD)

If you need the name of an authorized approver, please call the Service Desk 1-888-316-7446 (local 337-0600)
The most recent version of this form can be downloaded at: http://www.ehealthsask.ca/forms