BaylorScott&White
HEALTH

New Site Authorization Form

Please note this form is only needed for new sites.

This document, signed by an **Authorization Provider for the medical practice/group** OR signed by an **Authorization Director for the post-acute discharge facility or billing group**, serves as authorizing documentation to Baylor Scott & White Health for shared access to patient information in EpicCare Link.

Medical Practice / Post-Acute Facility / Billing Group Name:

If medical practice or billing group, please list all Physicians / APPs associated with this account (full name & NPI):

Each medical practice / post-acute facility / billing group must identify a **primary and secondary Site Administrator of their choice that will apply for EpicCare Link access**. Site Administrators accept the role of managing their site's users. Responsibilities are:

- Reviewing all site user access at least every 60 days to ensure timely deactivation of terminated or inappropriate users
- Requesting new access for site users who are employees of the site, practice, provider, and/or facility
- Ensuring accuracy and validity of new access requests for site
- Reporting any staff role changes at the site including changes to the Site Admin as well as other users

Communications will be sent via EpicCare Link to the Site Administrator who must validate all users or all users left unvalidated will lose access to information and be deactivated.

Primary Site Administrator Name: **Email:**

Secondary Site Administrator Name: **Email:**

Authorizing Physician / Authorizing Director Name:

Authorizing Physician / Authorizing Director Signature:

Date:

In addition to completing the information above, each applicant must review **Baylor Scott & White's EpicCare Link HIPAA Training** and acknowledge the **BSWH Terms & Conditions** for EpicCare Link upon first login. Documents are located at **BSWH.md/EpicCareLinkInfo**.

Save the **New Site Authorization** form and attach to the online new account request form (include site administrators on the online request).