# CHECKLIST FOR EMPLOYEES REQUIRING PCIS ACCESS

## REQUIRED ACTIONS

PCIS access will NOT be processed until all required actions are completed.

1. Complete the [PCIS Security Access Form](mailto:pcissecurity@health.usf.edu) and the [USF Health IS Security Policy](mailto:pcissecurity@health.usf.edu).
   
   Email forms to pcissecurity@health.usf.edu or fax forms to 396-9619.

2. Review the [ID & Training Schedule](mailto:pcissecurity@health.usf.edu) for class dates and times.
   Complete the [Training Registration form](mailto:pcissecurity@health.usf.edu) to register the employee for training.
   
   A confirmation will be sent once the employee is scheduled for training.

3. Verify that the employee has a USF Health Account and can log onto the network.
   If the employee could not obtain an account during Orientation, see the [USF Health Account](mailto:pcissecurity@health.usf.edu) section below.
   If your employee is non-USF, refer to the [USF Health Login and Password Info for Non USF Health](mailto:pcissecurity@health.usf.edu) job aid.

4. Verify that HIPAA training is complete. HIPAA must be completed in order to receive access to PCIS.
   Refer to the [Professional Integrity Training Guide](mailto:pcissecurity@health.usf.edu) received during orientation for additional instructions.

5. Once HIPAA is complete, send email to pcissecurity@health.usf.edu.

A Trainer will contact your employee once PCIS access has been completed.

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**PHYSICIANS GROUP NEW HIRERS**

New Hire employees are required to attend the USFPG New Hire Orientation. At Orientation, Instructional Design & Training (ID&T) will:

- Collect the [PCIS Security Agreement](mailto:pcissecurity@health.usf.edu).
- Request a [USF Health Account](mailto:pcissecurity@health.usf.edu) for the employee.

**USF HEALTH ACCOUNT**

If the employee is unable to obtain a USF Health Account during Orientation:

1. Follow the instructions on the [USF Health Account Request](mailto:pcissecurity@health.usf.edu) job aid provided by ID&T during orientation.

2. When the USF Health Account has been obtained, forward the **username** to ID&T.
   (If you are unable to obtain your USF Health Account by Wednesday, notify ID&T and contact the USF Health IS Helpdesk at 813.974.6288 for assistance.)