

CHECKLIST FOR EMPLOYEES REQUIRING PCIS ACCESS

REQUIRED ACTIONS	
PCIS access will NOT be processed until all required actions are completed.	
<input type="checkbox"/>	Complete the PCIS Security Access Form and the USF Health IS Security Policy . Email forms to pcissecurity@health.usf.edu or fax forms to 396-9619.
<input type="checkbox"/>	Review the ID & Training Schedule for class dates and times. Complete the Training Registration form to register the employee for training. A confirmation will be sent once the employee is scheduled for training.
<input type="checkbox"/>	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 section below. If your employee is non-USF, refer to the USF Health Login and Password Info for Non USF Health job aid.
<input type="checkbox"/>	Verify that HIPAA training is complete. HIPAA must be completed in order to receive access to PCIS. Refer to the Professional Integrity Training Guide received during orientation for additional instructions.
<input type="checkbox"/>	Once HIPAA is complete, send email to pcissecurity@health.usf.edu
A Trainer will contact your employee once PCIS access has been completed.	

PHYSICIANS GROUP NEW HIRES

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**.
- Request a **USF Health Account** 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** 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.)

