



## Computer Access Request Form

Please write legibly and fill out completely

<b>Personal Information</b>			<b>Start Date</b>
Last:	First:	Middle:	
Home Address:		Home Phone: (    )    -	
City:	State:	Zip code:	
<b>**Health Personnel Only</b>			
**Date of Birth:		**SSN:    -    -	
**License (State lic#, DEA, Medicare, etc.):		**NPI:	

Primary Site Location	Department	Position
<input type="checkbox"/> Happy Camp <input type="checkbox"/> Orleans <input type="checkbox"/> Yreka <input type="checkbox"/> Somes Bar	<input type="checkbox"/> Administration <input type="checkbox"/> Karuk Tribe Housing <input type="checkbox"/> Karuk Community Development <input type="checkbox"/> Natural Resources <input type="checkbox"/> Health (Dept.): <input type="checkbox"/> Other:	
		<b>Status</b>
		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary

<b>Type of Service Needed</b> – Which Package(s), Program etc. do you need access? (3P Billing AR Pat Registration etc) or Access Same As (another person, if you are unsure of which package(s) to select).	
<input type="checkbox"/> Computer Access <input type="checkbox"/> Email <input type="checkbox"/> Same Access As: _____ <input type="checkbox"/> Other: _____	<input type="checkbox"/> RPMS Health Insurance Portability and Accountability Act (HIPAA) Training Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Special Instructions/Date Needed</b>

**Signatures** (Must have Supervisor OR Human Resources signature)

Human Resources _____	Supervisor _____
Type or print Name	Type or print Name

The Computer Access Request Form (CARF) requesting employee access to the Karuk Tribe of California computer system will be filled out and signed by the employee's supervisor. The supervisor will determine the files or systems that the user needs access to and annotate those needs on this form. By signing this form, the employee is agreeing to abide by all tribal policies, rules, and regulations concerning system access that apply to the position. Health employees must complete Health Orientation and receive HIPPA training prior to receiving computer access.