



East Jefferson General Hospital

PHYSICIAN SALES AND SERVICES

OFFICE: (504) 503-5582

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LENA SAVOIE – LSAVOIE@EJGH.ORG

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EJGH Physician Office Staff new request and renewal form – EJMD Portal

(Once a year it is required that your access is renewed for the next 12 months)

East Jefferson General Hospital is (has) granting access to the **EJMD Physician Portal System**. The following information is **required** in order to create (or renew) your Active Directory account.

Please print very clearly - Fax this completed form to EJGH Physician Sales and Services at (504) 503-5170. Your expedited response is required in order to avoid any deactivation of your current account.

First Name _____ Middle Initial _____

Last Name _____ Title _____

Ethnic Group _____ Gender _____

Date of Birth ____/____/____ Last 4 digits of Social Security Number _____

Email Address _____

Reason for Access: ____ Office Staff ____ Billing ____ 3rd Party Billing

____ Other (specify) _____

Name of Practice _____

List Physicians in Practice _____

Address: _____ City: _____ State: ____ Zip _____

Email Address _____

Office Number (____) ____-____ Fax Number (____) ____-____

Signature _____ Date _____

Physician Approval _____ Date _____

***Please notify Lena Savoie, Physician Sales and Services at (504) 503-5582, lsavoie@ejgh.org of any changes to the above. Thank you!**

**East Jefferson General Hospital
System Access Acknowledgement / Competency Form**

I, _____ acknowledge receipt of my operator identification(s) / Password(s) for system(s) listed below and acknowledges my personal and legal responsibility for maintaining the integrity of the system(s). By accepting a password for use in the system(s) listed below, I accept that my personal code(s), User ID(s) and/or password(s) is(are):

1. CONFIDENTIAL and known only to me personally, and is not to be told to or shared with other persons;
2. TO BE USED ONLY to gain access to information that is essential to the performance of my professional responsibilities at East Jefferson General Hospital;
3. AN ESSENTIAL COMPONENT in protecting the patients' or team members' rights in confidentiality of his /her medical information or team member information.
4. THE EQUIVALENT OF my signature and will be attached to all actions taken by me in the system(s) mentioned below. System access activity may be tracked and audited.

I also UNDERSTAND that:

1. I have a legal obligation to keep confidential all information concerning patients and/or team members that I may have access to and will only discuss information with employees who have a need to know the information in order to perform their job.
2. I will not intentionally attempt to gain access to areas that are not needed for the performance of my job.
3. I am solely and fully accountable for any information entered in the system(s) under my password(s). This means that I must both log on to a terminal or PC for a session to begin and log off at the end of that session. I will notify my supervisor and/or the System Manager, (or designee), immediately, if I suspect that someone has gained unauthorized access to my password(s).
4. I have read & received a copy of the HIPAA Security Workforce Regulation Summary (Do's and Don'ts list) and agree to adhere by these requirements and any new or revised HIPAA Security regulations.
5. Violation of this policy is grounds for disciplinary action, up to and including termination of employment or loss of system access.

My signature below acknowledges that I have read and understand the conditions under which a personal code(s), user ID(s) and/or password(s) will be been assigned to me.

Non-Team Member (Print Name)

Signature

Employer Name (Print)

The below list of transcribed documents can be found on EJMD under Transcription:

- Consultant Report
- Urology Consultation
- Discharge Summary
- History and Physical
- History and Physical Office/Clinic
- Electrocardiogram-EKG
- Echocardiogram Report
- Cardiac Catherization Summary
- Pulmonary Test Interpretations
- Urology Progress Note
- Emergency Department Record
- Electroencephalography
- Operative Report
- Treadmill Report
- ED Pat Edu
- Bronchoscopy Record
- Delivery Note
- Esophageal Manometry Report
- Gastrointestinal Endoscopy
- Progress Note
- Psychiatric Evaluation
- Procedure Report
- Stress Echocardiogram
- Transesophageal Echocardiogram
- Cardiac Cath
- Consultant Report/ROP
- Circumcision OP Report
- Diabetes Admission Assessment
- Diabetes OP Ed Record
- Diabetes Pt Ed Record/Interdiscip. Plan
- Resp Blood Gas Reports
- Pulmonary Test Reports
- Pulmonary Rehab Six Minute Walk Study
- Pulm dx. Lab Desat. Study Flowsheet
- Coding Summary
- Modified Barium Swallow Study
- Discharge/Death/Transfer Summary
- Pacemaker/Defibrillator Report
- Depart Summary
- Electrophysiologic Study-EP
- Percutaneous Coronary Angioplasty
- EKG Interpretation
- History and Physical Addendum
- Doppler Report
- Sleep Study Interpretation
- Wound Center Consultant Report
- Wound Center Init. H&P-Consultant Report
- Wound Center Operative Report
- ED Triage Report
- Holter Monitor Interpretation
- Stress Electrocardiogram
- Surgery Procedure Post Op Note
- Established Patient Note
- Consulting Physician Note
- Kid Med Note
- New Patient Note
- NM Myo Spect Rest/Exercise with ECG-CRD
- NM Myo Spect Rest/Exercise with ECG-CRD
- Anesthesia Printed Record
- Inpatient Discharge Instruction
- Anesthesia Preoperative Note
- Anesthesia Postoperative Note
- Inpatient Depart Summary
- SDS Patient Discharge Instruction
- Cardiac Echocardiogram Only.
- Cardiac Echocardiogram Transesophageal.
- Cardiac Echo Compl w/Doppl & Color Flow.
- Doppler Echo Followup.
- Echo Followup.
- Stress Echocardiography.
- Cancer Staging Documentation Form
- Cancer Staging Documentation
- Outpatient Infusion Discharge Instruction
- Cardiac Echocardiogram Only W/Contrast
- Echo Followup W/Contrast
- Cardiac Echo Transesophageal W/Contrast
- Stress Echo W/Contrast
- Cardiac Echo Comp W/Dopp & Color W/Cont
- Cardiac Echo Only with Contrast
- Stress Echo with Contrast
- Ethics Consults
- Pain Management Procedure Note
- Code Note
- Rapid Response Record
- Pain Management Discharge Instruction

***** ICD-10 codes can be found in the Coding Summary.*****