

## QualityNet Exchange Administrator Registration Form

**\*NOTE: All fields marked with asterisks are required and must be completed to obtain approval.**

### Access Request

**\*Request Date:**

**\*First Name:**

**Middle Initial:**

**\*Last Name:**

**\*E-Mail Address:**

**\*Job Title:**

**\*Employer Name:**

**Medicare Provider # (if applic.):**

**\*Employer Addr:**

Street

City

State

Zip

**\*Work Phone #:**

**Extension #:**

**Fax #:**

**\*Security Question (answer only one):** City of birth \_\_\_\_\_  
Pet's name \_\_\_\_\_  
Mother's maiden name \_\_\_\_\_

### Signatures Required

**\*Requestor:**

**\*Date:**

**\*Notary Public:**

**\*Date:**

### QualityNet Exchange Security Use Only

**Group:**

**Homepage:**

## QualityNet Exchange Administrator Authorization

I \_\_\_\_\_ give authorization to \_\_\_\_\_  
(Name) (Name)

to be the QualityNet Exchange Administrator for \_\_\_\_\_  
(Name of Organization)  
as indicated in the attached QualityNet Exchange Administrator Registration form.

I understand that they will be responsible for the following:

- Validate which users at our organization should have access to the QualityNet Exchange site,
- Validate what type of QualityNet Exchange access each user should have,
- Complete and/or approve each new user's online registration form according to QualityNet Exchange registration instructions,
- Remove access and/or approve removal of access for users who are no longer active or no longer need access to the QualityNet Exchange site,
- Monitor QualityNet Exchange usage at our organization to maintain proper security and confidentiality measures, and
- Serve as the point of contact at our organization for information regarding QualityNet Exchange.

I understand that as a security measure I may be contacted on a future date by the QualityNet Exchange Help Desk to verify my position and who I have authorized to be QualityNet Exchange Administrators. I may also be asked to verify those individuals that have been given access to privacy data via QualityNet Exchange.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)