

## System Administrator Designee Request Form

It is important to designate at least one System Administrator that will be responsible for creating and managing user accounts for Provider Direct users at your organization. If you have any questions, please call the Provider Line at 855-270-3327. *Instructions to submit are at the bottom of this form.*

Agency Name: \_\_\_\_\_ Provider #: \_\_\_\_\_

Agency Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

*System Administrators are restricted to employees of your agency. Third party billers/staff cannot be designated as System Administrators for your login accounts.*

<b>System Administrator Name</b>	<b>System Administrator's Corporate Email</b> <i>(This must be a unique email account, not shared)</i>
<b>System Administrator's Preferred email - alerts &amp; password resets (not shared)</b>	<b>Telephone</b>

**Is the staff listed above replacing a previous/current System Administrator?** Yes \_\_\_\_ No \_\_\_\_

*If Yes, please identify the System Administrator who is being replaced in the boxes below. The logins associated with the person(s) listed below will be made **inactive** unless otherwise specified that they need to keep PD access but have System Admin Removed.*

Name	Company Email	Telephone

### Signature Approving Authority

**Terms and Conditions:** The undersigned acknowledges that he/she is duly authorized to execute this form on behalf of Provider and is authorized to bind Provider to the Terms and Conditions set forth herein. If the System Administrator leaves your agency, you are responsible for immediately notifying Cardinal Innovations Healthcare Solutions so that the permissions may be terminated.

Authorized Agency Officer Name: \_\_\_\_\_

Officer Title: \_\_\_\_\_

Officer Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Officer Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Please return this form to [pdsystemadmin@sp.cardinalinnovations.org](mailto:pdsystemadmin@sp.cardinalinnovations.org)**

*The form is submitted to a work queue that cannot receive or respond to email messages. We will respond to your request within five business days.*

