



# Clinical Research Information System

National Institutes of Health

CRIS Access Form v2.1

Department of Clinical Research Informatics

## Required for CRIS Access

Submission of this form is required for assignment, modification, or deactivation of CRIS access privileges, as mandated by NIH Information Technology (IT) Security Requirements, which specify that all users of an IT system must be granted access only to applications and information based on their job function and need to know. Please complete the following application for each individual requesting access or modification of access to the CRIS System.

### Note:

**Credentialed prescribers do not need to submit this form. Prescriber accounts are managed in coordination with the CC Credentialing Office, Medical Records Department.**

Please read carefully the instructions for completing this form:

1. Fill-in all required information on the attached form. (pages 2-3)
2. Print the form and obtain authorizing signatures.
3. Deliver completed form to DCRI in Bldg. 10, Room 1C290.
4. Log into the Center for Information Technology (CIT) website to schedule your CRIS training. (<http://training.cit.nih.gov/courselst.asp?lname=cris>, search for CRIS courses)

### Form Delivery

We recommend that you submit this form to DCRI at the Clinical Center no later than five (5) business days prior to the beginning of your CRIS training to ensure that your CRIS account will be ready upon completion of your training.

**Request Type: (Required)**

- New Access Code (complete sections 1 and 2)
- Modify Current Access Code (complete sections 1 and 3)
- Deactivate Current Access Code (Complete section 1)

**Section 1: Employee Information (Required)**

First Name:  Initial:  Last Name:

Professional Designation:

Job Title:

Organization:  Required Institute or Department

NIH ID #:  Required

Work Phone:

Email:

**Section 2: Requested CRIS Access**

Please select the functions you need in order to perform our job responsibilities. You must select at least one of the following options:

- Retrieve clinical data
- Enter clinical documentation
- Release held medical orders

Enter medical orders as an agent for a Prescriber. (If you select this option you must specify your Affiliate Medical Staff category below, refer to the approved list on page 4)

**Affiliate Medical Staff Category:**

Do you work for the Intensive Care Unit (3SWS)?

- Yes
- No

**Section 3: Modifications or changes to a current CRIS Access Code**

Please provide a brief description of the requested changes:

\_\_\_\_\_  
Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Required Approving Signatures:**

Your signature authorizes the applicant to provide clinical care in accordance with the policies and procedures of the NIH Clinical Center and the State of Maryland.

Do you work for the Intensive Care Unit (3SWS)?

**Nursing Personnel:**

If you are an RN, LPN or NA and **are not** working for Nursing and Patient Care Services (NPCS), you must have your credentials verified by the Credentials Verification Consultant at (301) 496-5661. Your CRIS access request will not be processed until this verification is completed.

\_\_\_\_\_  
NPCS Chief's / Designee Name (PRINT)      NPCS Chief's / Designee Signature      Date

**Non-Nursing Personnel:**

\_\_\_\_\_  
Supervisor's Name (PRINT)      Supervisor's Signature      Date

\_\_\_\_\_  
Supervisor's NIH ID #

**Approved Affiliate Medical Staff categories:**

Acupuncturist  
Anesthesia Technician  
Clinical Health Technician  
Cytology Technologist  
Dental Hygienist  
EEG Technician  
EKG Technician  
EMG Technician  
Genetics Counselor  
Infection Control Consultant  
Laboratory Technologist  
Nuclear Medicine Technologist  
Nurse (LPN)  
Nurse (RN)  
Occupational Therapist  
Ophthalmic Technician  
Perfusionist  
PET Technologist  
Pharmacist  
Pharmacy Technician  
Phlebotomist  
Physical Therapist  
Physical Therapy Assistant  
Pulmonary Function Technician  
Radiation Therapist  
Registered Dietitian  
Respiratory Care Practitioner  
Social Worker  
Speech Language Pathologist  
Spiritual Minister  
Surgical Technologist  
Transfusion Medicine Technician  
Vocational Rehabilitation Counselor