

TAMC FORM 30 COMPLETION INSTRUCTIONS for REMOTE ACCESS TO CHCS/AHLTA

Applicant's request for remote access must be approved by the Information Assurance Security Officer. Upon approval by IASO, the appropriate local Trusted Agent must transcribe hard-copy information into the web-based Form e30. Allow 10 working days to complete account build from the date the TAMC Form 30 is submitted (electronically) by Trusted Agent.

- System requested (CHCS, AHLTA, BOTH)
 - Check System
 - Check User Status (new, modify, etc)
- AHLTA account from previous location
 - Check YES/NO to indicate whether user has had an AHLTA account from a previous location
 - If YES, state previous location – including TAMC
- User Information
 - Legal Name
 - For Providers, name MUST be exactly the same as on NPI Registry
 - Duty phone #
 - SSN
 - MEDPAC Account (if known)
 - Date of birth
 - Gender
 - Supervisor Name
 - Supervisor phone #
 - Job Title
 - Specialty position (Section chief, OIC, Supervisor, HN/CNS, CRNA/NP, etc.)
 - Provider Specialty code
 - Required for all providers
 - If numeric code is not known, type description (i.e. General Surgeon, Physical Medicine Physician, etc.)
- Department
 - Service branch and grade
 - MOS code (active duty only)

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- CHCS - Access is based on user role and information above
 - Special Requests/Notes for additional secondary menus and/or security keys
- AHLTA - Access is based on user role and information above
 - Primary Clinic for initial account setup
 - Select appropriate User Group from drop-down menu
- Training Requirements
 - Indicate class(es) taken
 - Specific training requirements vary depending on role of user
 - Users must have proof of prior training in order to “test out”
 - Select class(es) currently enrolled to take
 - Enrollment is done electronically via TES
 - If no TES account, call x4700 to manually enroll.
- Trusted Agent Notes
 - Specify any special requests/instructions not included in the above fields
 - Trusted Agent name, date completed, and signature required

For any questions on the above, please call 433-4600.