



# User Security Setup – Billing Service

Practice \_\_\_\_\_

Each person who has permission to access your system must be set up as a iNtelli-Bill™ user. For security (especially HIPAA requirements), iNtelli-Bill limits access by user, and also tracks activities performed by each user. It is very important that your internal procedures are set so individuals are assigned unique IDs. It is also very important that immediately after personnel changes occur, you call your iNtelli-Bill™ account representative to make sure the system is updated to reflect those changes.

*Management must complete one form for each individual who will be allowed access to your system.  
Please make copies as needed.*

**User Name** (Last, First MI) \_\_\_\_\_

**User Position** (e.g., receptionist, nurse, billing manager, etc.) \_\_\_\_\_

**Preferred User ID** \_\_\_\_\_ (Must be unique. Frequently the user's first name)

**This is a request to** ADD  DELETE  MODIFY PERMISSIONS  RESET PASSWORD

**Allowed Functions:** iNtelli-Bill allows you to limit functions of the program on a user-by-user basis. Each of the following functions is included in your Billing Service Front office menu.

**Please check the appropriate box authorizing this individual to have access to the following function(s).**

NOTE: Checking any of the left-most boxes **ALLOW** users access to all of the functions indented underneath.

- |   |  |
|---|--|
| <input type="checkbox"/> File Maintenance Menu              | <input type="checkbox"/> Letter Processing System            |
| <input type="checkbox"/> Patient Registration / Maintenance | <input type="checkbox"/> Regular Form Letters                |
| <input type="checkbox"/> Modify or Edit Registration        | <input type="checkbox"/> Appointment Scheduling System (APS) |
| <input type="checkbox"/> Day Sheet Menu                     | <input type="checkbox"/> Add or Delete Slots                 |
| <input type="checkbox"/> Transaction and Credit Entry       | <input type="checkbox"/> APS File Maintenance Menu           |
|   | <input type="checkbox"/> APS Utilities Menu                  |

**Special Instructions:** \_\_\_\_\_

**Allowed Access Days and Times:** iNtelli-Bill allows you to control which days a particular user can access your system. Specify any days in which access is not allowed (if any). Circle all that apply.

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

You can also limit the times a user is authorized to work in the system. Specify the allowed access times.

Limited to using iNtelli-Bill between the hours of \_\_\_\_\_ and \_\_\_\_\_

Management Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only:**

Date Entered into System: \_\_\_\_\_ Entered by: \_\_\_\_\_

Date User Expired in System: \_\_\_\_\_ Authorized by: \_\_\_\_\_