



## Access to Secure Records Request

### Access Requested By

<b>Name</b>		<b>Date</b>	
<b>Job Title</b>			

### Secure record client(s) details

**Add Client(s)**

Name	CareFirst ID

### Staff member(s)

**Add Worker(s)**

Name	CareFirst ID	Access Required	Access to End
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

### Period of Access Required

From	Duration	Date Secure Case Ends *

\*Unless specifically authorised, the case will cease to be secure on this date

### Systems Requiring Access

<b>CareFirst 6</b>	<input type="checkbox"/>	<b>e-Records</b>	<input type="checkbox"/>
(Actioned by Change Management Team)		(Actioned by Area BITSO)	

### Reason(s) for Access

### Manager Authorisation By

<b>Name</b>		<b>Date</b>	
<b>Job Title</b>			