Request for ImageTrend Patient Registry Access for Additional Facilities

Instructions: To request to add an additional facility to an existing ImageTrend Patient Registry account, e-mail this completed form to the Department of Health Services Trauma Team.

The trauma coordinator or program manager of the facility that will be added to the existing account should request access for the user. The request should include name of user, work e-mail address, primary facility, additional facilities, permission level (**hospital staff**: have ability to add incidents and read reports; **hospital administrators**: have ability to add incidents, read reports, add/edit staff, users, setup, and incidents), and date range for access. If the existing account has a differing permission level, then what is requested, a new account must be created. Permission levels are the same for each account for all facilities on the user account. Additional facilities can sometimes be temporarily added to accounts to assist another facility during site review preparation, the training process, or during times of staffing shortages. If access to additional facility is temporary, please provide dates date range for access.

Name of existing user (First, Last)	E-mail Address	
Primary Facility	Additional Facility	
Permission Level ☐ Staff ☐ Administrator	Date Range for Access	
SIGNATURE – facility trauma coordinator/program manager	Name (printed)	Date Signed