



Security Administrator User ID/Password Request Form for Private Practices

To access the Online Registry, each health care facility or private practice needs to designate a **Security Administrator**. CIR staff will assign a User ID and Password to the Security Administrator, who can then set up User IDs and Passwords for additional practice staff members. If the Security Administrator is not a doctor, he/she needs to register under the license number of a supervising physician, physician's assistant or a nurse practitioner (see Item 5, below).

1. Print and sign the name of the Security Administrator. Print your facility name and your facility code, which is the code you were given when you registered with CIR. It contains four numbers, a letter and an extension of two numbers. (If you do not have a code, or if you have forgotten your code please call us at (212) 676-2323).
2. Print your site address, phone number, fax and email address.
3. Fill in the Security Administrator license number or the authorizing name and license number (physician, physician's assistant or nurse practitioner NYS license number). Have the person authorizing the security administrator place his/her signature on the form.
4. Once you have completed this form:
 - Mail or fax it to the CIR at the above address along with the signed *Security Administrator Confidentiality Statement for Online Access*.
 - Upon receipt of these forms, CIR staff will assign a new User ID/Password and will call the site to provide the Security Administrator with this information.

1. (a) Name of Security Administrator:

(b) Signature of Security Administrator

2. (a) Name of Practice

(b) Facility Code

3. (a) Address

(b) City

(c) Zip

4. (a) Phone

b) Fax

(c) Email

Security Administrators MUST register under the license number of a Physician, a Physician's Assistant or a Nurse Practitioner:

5. (a) Name (If different from above)

(b) License#

(c). Signature of Physician, Physician's Assistant or Nurse Practitioner

For Official Use:

User ID _____

Password _____