

User Security Setup – ASP

Practice _____

Each person who has permission to access your system must be set up as a HorizonMIS™ user. For security (especially HIPAA requirements), Horizon 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 HorizonMIS™ 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: Horizon 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. If you would like to restrict this individual from accessing any of these functions, please clearly check the areas to be restricted.

NOTE: Checking any of the left-most boxes restricts users from all of the functions indented underneath.

- | | |
|--|---|
| <input type="checkbox"/> File Maintenance Menu | <input type="checkbox"/> Follow Up Menu |
| <input type="checkbox"/> Patient Registration / Maintenance | <input type="checkbox"/> End of Month/Year Quick Total |
| <input type="checkbox"/> Modify or Edit Registration | <input type="checkbox"/> Quick Total (snapshot practice financials) |
| <input type="checkbox"/> CPT4 Procedure Code Maintenance | <input type="checkbox"/> End of Month Closeout |
| <input type="checkbox"/> Insurance Company File Maintenance | <input type="checkbox"/> End of Year Closeout |
| <input type="checkbox"/> Add or Modify Companies | <input type="checkbox"/> Special File Utility Menu |
| <input type="checkbox"/> Firm File Maintenance (Mgmt Only) | <input type="checkbox"/> Letter Processing System |
| <input type="checkbox"/> G/L Account Number Maintenance | <input type="checkbox"/> Regular Form Letters |
| <input type="checkbox"/> Day Sheet Menu | <input type="checkbox"/> Automated Collection Letter System |
| <input type="checkbox"/> Transaction and Credit Entry | <input type="checkbox"/> Appointment Scheduling System |
| <input type="checkbox"/> Process Day Sheets (make permanent) | <input type="checkbox"/> Add or Delete Slots |
| <input type="checkbox"/> Billing System Menu | <input type="checkbox"/> APS File Maintenance Menu |
| <input type="checkbox"/> Insurance Claims Processing | <input type="checkbox"/> APS Utilities Menu |
| <input type="checkbox"/> Statements to Patients | |

Allowed Access Days and Times: Horizon 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 Horizon between the hours of _____ and _____

Allowed Access Locations: If your Internet provider has assigned you a static IP address, Horizon gives you the ability to limit access to that location only for even greater security. Specify the locations from which this individual may access your data.

- From Anywhere
 Office Only (must have static IP) _____

Management Signature _____ Printed Name _____

Position _____ Date _____

For Office Use Only:

Date Entered into System: _____ Entered by: _____

Date User Expired in System: _____ Authorized by: _____