



DEPARTMENT OF PATHOLOGY AND MICROBIOLOGY  
UNIVERSITY OF NEBRASKA MEDICAL CENTER

**C O N F I D E N T I A L**

AS REQUESTED BELOW IS YOUR ELIRT LOGON USER NAME AND PASSWORD, WHICH WILL ALLOW YOU TO ACCESS THE ELIRT SYSTEM.

**NAME:**

You are responsible for the confidentiality of your user name and password. Disclosure to any other person is unauthorized. Please change your password immediately though "change password" upon receipt of this notification. The NPHL System Administrator recommends creating a password consisting of a alphanumeric string utilizing upper and lower case letters. Once changed your password is no longer accessible by the NPHL System Administrator and if lost a new user name and password must be reissued. I am aware this information is to be kept confidential and any violation of this policy will also be subject to disciplinary action, as outlined in the ELIRT confidentiality policy.

ELIRT ACCESS REQUEST FORM

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Last Name: \_\_\_\_\_

Suffix: \_\_\_\_\_ (MD, RN, MT(ASCP), ect.)

UPIN: \_\_\_\_\_ (If physician)

Email: \_\_\_\_\_

- New User
- Delete User
- Update Existing User

**I AM AWARE THIS INFORMATION IS TO BE KEPT CONFIDENTIAL AND ANY VIOLATION OF THIS POLICY WILL ALSO BE SUBJECT TO DISCIPLINARY ACTION, AS OUTLINED IN THE ELIRT CONFIDENTIALITY POLICY.**

User Signature \_\_\_\_\_

**Official Use Only**

Classification: \_\_\_\_\_

(Choose from list below)

***ELIRT***

***NPHL ALL PROGRAM ADMINISTRATOR***

Classification for NPHL administrators. Allows access to all pages and clinic information.

***LABORATORY CLIENT SERVICES***

Classification for NPHL staff that are not administrators. These users can enter orders and results. They do not have access to most of the query pages or administrative pages.

***STATE PROGRAM ADMINISTRATOR***

Classification for administrators of programs at the state level. Users are allowed to perform all functions except to delete an order, enter or modify a result, or create users.

***REGIONAL/COUNTY PROGRAM ADMINISTRATOR***

Classification for regional users for each program. Users are allowed to perform all functions except to delete an order, enter or modify a result, or create users.

***CLINIC USER***

Classification for end users at clinics throughout the state. These users are allowed to enter and view orders for their clinic. They are also allowed to view results for their clinic.

***HISTORICAL USER***

Classification reserved for previous users of the NPHL system. These users cannot perform any actions within the system.

***INFORMATION SYSTEM ADMINSTRATOR***

Classification for administrators of the NPHL system. Allows access to all pages and clinic information.

Primary Clinic: \_\_\_\_\_

Other Clinic(s) \_\_\_\_\_

Program: \_\_\_\_\_

Authorized By: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

***PLEASE FAX THIS FORM ATTENTION NPHL CLIENT SERVICES TO 402-559-9497.  
YOU MAY CONTACT CLIENT SERVICES AT 402-559-2440 OR TOLL FREE AT 866-290-1406.***