



CHORDS Access Request Form

1. By signing, I agree that I have read, understand and will abide by the CHORDS Data Use Agreement
2. Fill in the information below, print and sign where indicated, obtain your manager/supervisors signature and submit to: Rachel Zucker/Jessica Bondy/Bryant Doyle, email: CHORDS.Support@ucdenver.edu

By signing, I agree to use CHORDS only for work-related business. I will not share my account password with anyone or let others use CHORDS while I am logged in. I agree to use recommended security practices where possible, including encrypting computers used to connect to CHORDS; and physically securing computers by working in access-controlled or locked areas and using automatic screen-saver time outs. I agree to share the information obtained within CHORDS only with personnel who have a legitimate work-related need for the information. I understand failure to comply with the institution's policies and procedures may result in termination of access to CHORDS and other employment consequences depending on the nature of the violation.

Validation of work-related need for anyone requesting CHORDS access is required. If requesting access to electronic protected health information (ePHI) I attest to the need to use electronic devices that access, create, store and receive ePHI AND that the electronic devices that I use with ePHI are fully encrypted with all security provisions applied. I agree not to store any reports from CHORDS on removable hardware (ex. USB drives). I understand that information about my use of the CHORDS system is logged and that these logs are audited on a regular basis. I agree to access only the minimum necessary data required to perform my duties. I agree to immediately report any suspected policy violation to my supervisor.

DATA USER INFORMATION	
Name:	
Organization:	
Email:	
Phone:	
Title:	
Business Address:	
CHORDS Point of Contact Name:	
CHORDS Point of Contact Email:	
CHORDS Point of Contact Phone:	
AFFILIATION	
<i>Place an 'X' next to the statement that best describes you.</i>	<input type="checkbox"/> I represent a healthcare organization contributing data to CHORDS
	<input type="checkbox"/> I represent a local public health agency accessing public health information for community/population health monitoring
	<input type="checkbox"/> I am a researcher using CHORDS for research purposes
Applicant Signature:	Date
CHORDS Point of Contact Signature:	Date
ACCORDS Representative Signature	Date

TO BE COMPLETED BY CHORDS/PopMedNet ADMINISTRATION

CHORDS/PopMedNet ACCESS ACTIVATION			
Access activation process status		User info provided to CHORDS/PopMedNet OIT Support	Date: Initials:
		Role(s) added to Requester in CHORDS/PopMedNet	Date: Initials:
		Requester activated	Date: Initials:
		Role changes made	Date: Initials:

USER ACCESS ROLES

*A CHORDS user account must be created for each individual that requires CHORDS access. Once logged in, the CHORDS user is assigned an **Access Role**. Access Roles are used for security, and define which data the user may see and which parts of CHORDS the user may access.*

CHORDS Role	
	DataMart Administrator: You will be monitoring your site’s datamart client (DMC), including the queries submitted and the results returned. You represent a data contributing site
	Investigator: You are submitting one or more queries and accessing data using CHORDS. You are requesting data that is aggregated from multiple partners.
	Enhanced Investigator: You are submitting one or more queries and accessing data using CHORDS. You are requesting data that is aggregated from multiple partners. You also need to see site-specific data.