



User Authorization / Multiple User Form

This form is used to add, delete, or change individual user access for Q-Services. An Office Manager or Facility Administrator must sign this form or access will be denied. Please make copies of this form as needed and fax completed forms to 918-249-4460. Contact Customer Service at 918-249-4450 if you have any questions.

Account Number: _____ - _____

Group / Provider Name: _____

Manager/Administrator Name: _____

Phone #: _____ Fax # _____

Email Address: _____

<input type="checkbox"/> Adding User	<input type="checkbox"/> Deleting User	<input type="checkbox"/> Changing User's Info
Name: _____	Title: _____	
Phone #: _____	Fax _____	
Email Address: _____		
Access to: <input type="checkbox"/> VIC <input type="checkbox"/> Q-Reports <input type="checkbox"/> Q-Office <input type="checkbox"/> Q-ERA <input type="checkbox"/> Admin* <input type="checkbox"/> I-Pay**		

<input type="checkbox"/> Adding User	<input type="checkbox"/> Deleting User	<input type="checkbox"/> Changing User's Info
Name: _____	Title: _____	
Phone #: _____	Fax _____	
Email Address: _____		
Access to: <input type="checkbox"/> VIC <input type="checkbox"/> Q-Reports <input type="checkbox"/> Q-Office <input type="checkbox"/> Q-ERA <input type="checkbox"/> Admin* <input type="checkbox"/> I-Pay**		

<input type="checkbox"/> Adding User	<input type="checkbox"/> Deleting User	<input type="checkbox"/> Changing User's Info
Name: _____	Title: _____	
Phone #: _____	Fax _____	
Email Address: _____		
Access to: <input type="checkbox"/> VIC <input type="checkbox"/> Q-Reports <input type="checkbox"/> Q-Office <input type="checkbox"/> Q-ERA <input type="checkbox"/> Admin* <input type="checkbox"/> I-Pay**		

**Admin access should only be assigned to office managers or facility administrators for monitoring purposes. The "new" flags indicating an audit or report has not been read will not be affected if accessed by the admin user.*

***Users added with the I-Pay access will receive the I-Pay tab only, access to PHI or claim information through VIC will not be available.*

Manager/Administrator signature: _____ Date: _____

(Please print name) _____

Revised 06/27/12