

# Carestream Imaging for Southern California

## Access Request for Affiliate Provider Use

### HOW TO SUBMIT THIS FORM

The Carestream application enables KP Online Affiliate users with access to X-ray images.

#### Process for gaining access to the Carestream/MITI application.

- (1) You **MUST** have completed the Online Affiliate user registration process and have an NUID/User ID
  - a. You must be a **contracted** vendor and have been approved for **Clinical** access to Online Affiliate (*Clinical access is not guaranteed and is based on internal processes and procedures*).
- (2) After registration confirmation, complete the section below "**User Information.**"
- (3) Submit completed form to the National Claims Administration Provider Digital Adoption team using the online webform: <https://onlineaffiliatesupport.force.com/support/s/support-case>
  - a. Select "I would like to submit a request for assistance related to Online Affiliate" from the drop-down.
  - b. Select the issue category as "Other"
  - c. Upload the completed PDF as an attachment.

**Submission of this form is not a guarantee of access.**

### USER INFORMATION

Full Name (First, Middle, Last):	Date of Request:
Job Title:	
Organization:	NUID:
Department:	
Email:	
Phone Number:	
Business Address:	
City:	
State:	
<input type="checkbox"/> New User Account <input type="checkbox"/> Reactivate Account	
<input type="checkbox"/> affiliate_provider_imaging_access_user	
<b>Business Reason/Justification for Access Requested:</b>	

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### DIRECTIONS FOR INTERNAL KP PERSONNEL

#### National Claims Provider Digital Adoption team instructions:

**Submission of this form, you are approving access to ECID (MITI/Carestream) for the above Affiliate User:**

#### Next steps:

- (1) Ensure form is completed in its entirety and user is eligible for access.
- (2) Create a Directed Service Request (DSR) via Service Now: [Directed Service Request](#) & attach SAR
- (3) Assign **DSR to PACS MED IMG TECH CS**

**PLEASE NOTE: Only designated ECID Authorized Approvers may submit a request.**

#### MITI team Instructions:

- (1) Validate that the SN request was created by one of the **“Authorized Approvers”**, if not, please cancel and notify requestor.
- (2) Create an IMIS account for the user and add to approved role.
- (3) Notify the user via email (Using information under the “User Information” section) with IMIS Account details and advising that they have been approved for access.