



**HORIZON BUSINESS FOLDER
DOCUMENT IMAGING AND ON-LINE CHART COMPLETION
SYSTEM ACCESS REQUEST**

An active Net-id is required before an HPF id will be issued.

Please note: You are bound under the MUSC employee computer use / confidentially agreement for use of this system.

Review Policy at: <http://www.musc.edu/infoservices/cup.html>

The following information is needed to establish your account in Horizon Patient Folder:

Applicant's Full Name (Please Print Clearly): _____

Job Title: _____ Department/Unit: _____

Email: _____ Employee Id: _____
(Found at: MUSC Intranet - HR – My Records)

Work Phone: _____ Net Id: _____

Reason for Access: _____
(Please provide specifics in order to establish need)

Applicant's Signature: _____ Date: _____

Non Physician Applicants -- Supervisor's Signature: _____

Physicians (or anyone who signs/edits documents in HPF) Only:

Please check one and complete the information below:

Attending Resident Fellow Physician Assistant

Nurse Practitioner Other _____ (Please specify)

Service _____ Specialty _____

Credentials _____ (MD, etc.)

NPI Number _____

Pager Number _____

Once complete, return form to Health Information Services, room 269 Main Hospital, or fax to (843) 792-9405.

You will be notified via e-mail when you are set up in the system with instructions on how to access HPF.