



**HORIZON PATIENT 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) 792-8391.

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