



# Direct Messaging

## New Authorized User Login Request

Please complete and email to: *IHDE Support at [support@idahohde.org](mailto:support@idahohde.org) or fax to: 208-803-0031*

Name of the Data Provider Organization: \_\_\_\_\_

Security Administrator (SA): \_\_\_\_\_ Date: \_\_\_\_\_

(SA) Email: \_\_\_\_\_ (SA) Phone: \_\_\_\_\_

<b><u>*New User Information</u></b>	
First Name:	_____
Last Name:	_____
Title:	_____
NPI: (Providers Only)	_____
Clinic:	_____
Phone:	_____
Fax:	_____
Email <b>(Required):</b>	_____
Address:	_____ _____
Job Category:	<input type="checkbox"/> M.D., PA or Nurse Practitioner <input type="checkbox"/> Staff I

**IHDE Direct Messaging (DM)** Direct Messaging is secure electronic mail enabling authorized users to send/receive patient information to/from other authorized users/providers. IHDE DM is through Secure Exchange Solutions (SES). SES is part of the DirectTrust network and maintains federal standards for access and use. To obtain access, you must complete this form and online identity verification through Experian. The identity verification is to confirm who you are, with a Y/N response comparing data available through Experian. IHDE Support and SES will coordinate with you on these processes. *NOTE: Financial credit scores or legal information will not be used or checked. SES does not collect or store any of the personal information as part of the identity verification process.*

*In order to access IHDE Direct Messaging, I acknowledge that completion of identity verification is required, Direct Messaging is to be used for authorized business use only, and my Direct Messaging mailbox credentials, and all information contained within will be safeguarded. I acknowledge that I have a clinical portal account and have received, reviewed, and agreed to abide by the IHDE Privacy and Security Safeguards policies, and that I have received Direct Messaging Training.*

**New User Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Security Administrator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_