Non-Employee/Affiliate System Access Request Instructions

Kaweah Health maintains access for Non-Kaweah Health Employees who require a remote connection to our Electronic Medical Record (EMR) systems for purposes of treatment, payment, or healthcare operations for our mutual patients. To request access, please complete the following steps.

1. Complete and submit access request application via the following link:
   https://form.jotform.com/243437312301040
2. Once submitted, your application will be thoroughly reviewed. If approved, an email will be sent from Jotform (noreply@jotform.com) and the Kaweah Health Compliance Department within 2-3 business days.
   - The email from the Kaweah Health Compliance Department will contain Instructions on how to create a password for Kaweah's Active directory, which will be used as password for Kaweah Health's system.
   - The email from Jotform will contain the following information:
     o Kaweah Health User ID
     o A link to Workday to complete required education Instructions. Access will not be granted until education is completed.
3. Once the required education is completed, access should be finalized within 3-5 business days.
4. Please note that the typical turnaround time from application submittal to access completion is approximately 5 – 8 business days.

Please Note:
- System access applications will not be completed without the approval of a System Access Agreement.
- System request applications must be completed in entirety; incomplete applications will not be considered.
- All user requests will be reviewed independently to determine the need for the access.
- Kaweah Health reserves the right to approve, deny, or revoke access at any time.
- KD Hub training materials will be provided upon approval of application.
- Concerns regarding the application process should be directed to KDHubReach@kaweahhealth.org or 559-624-5600. Concerns regarding training, login, or application assistance should be directed to the Kaweah Health Help Desk at (559) 624-2280.