



Baptist Health Physician Practice Staff and Scribe Access Audits USER GUIDE

Introduction

Email notification received as part of the access audits periodic review of existing user accounts with access to BHSF applications. You are required to approve or reject users listed in practice.

1. **Add** BHSF-PhysicianPracticeAudits@baptisthealth.net to your contact list.
2. **Open** email with subject heading: **PLEASE READ: Audit of Access to Baptist Health's ePHI**
3. **Review** email information.
4. **Select** "yes" to keep user's access or "no" to deactivate access in **Renew Access** column.
5. **Click Send**, when the automatic email prompts for "yes" and "no".

Note: Do not make any changes or type any request in body or subject heading.

6. **Done.**

For any user audit questions, please contact BHSF-PhysicianPracticeAudits@baptisthealth.net.