

## SECURITY ADMINISTRATOR CHANGE FORM

Each organization is required to identify a primary and secondary Security Administrator whose responsibilities include approving new access, reporting terminations, auditing access, and reporting role changes to ensure appropriate access. Notifications will be sent to the organization on a regular basis, and the Security Administrator must validate all users within 90 days of the notification or all users for the organization will be deactivated and lose access to information.

To change the Security Administrator, please fill out the following information and submit to the CareGate team.

**ORGANIZATION INFORMATION:**

Organization/Company Name (printed) \_\_\_\_\_

Organization Name \_\_\_\_\_

Office Manager or other main contact name and phone \_\_\_\_\_

Office Manager Preferred Email Address \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

**NEW SECURITY ADMINISTRATOR:**

Provide the following information on the new Primary and/or Secondary Security Administrators

**Change Primary Security Administrator to:**

Primary Security Administrator \_\_\_\_\_

Preferred Email \_\_\_\_\_

Preferred Phone Number \_\_\_\_\_

**Change Secondary Security Administrator to:**

Secondary Security Administrator \_\_\_\_\_

Preferred Email \_\_\_\_\_

Preferred Phone Number \_\_\_\_\_

**ACCESS TO THE CAREGATE PORTAL:**

Security Administrators will be required to log into the CareGate portal to manage users. If the new/replacement Security Administrator does not currently have access to the CareGate portal, please complete the CareGate Registration Process.

Fax or email the completed Security Administrator Change Form to:

682-236-5990

CareGateRegistrations@texashealth.org