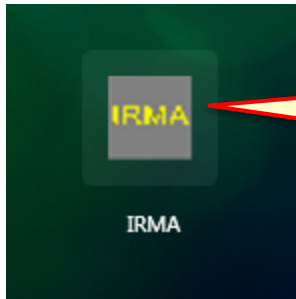


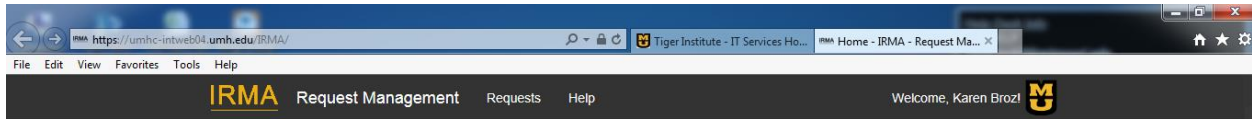
Requesting a Cerner Account Using IRMA (Interactive Request Management Application)

IRMA is the Interactive Request Management Application. Use IRMA to request:

- A change to the EMR or other systems
- A new project or replacement system
- A new PC or related equipment
- Access (sign-on) to applications and services like Cerner EMR, PACs, GEIDX, remote access, e-mail, etc.
- Or suggest ideas for innovation



1. To access, select the **IRMA icon** from *Citrix Receiver*.



IRMA's Features:

- Complete visibility to everyone
 - Everyone in the system can view any and all requests.
- Requests are routed based off of menu selections
 - You don't need to know who to send your request to, we will take care of that.
- Simple and Intuitive to use
 - IRMA was developed to be as simple to use as possible for all users, let us do the heavy lifting behind the scenes.

Use IRMA to:

- Request a change to the EMR or other system
- Request a new project or replacement system
- Request a new PC or related equipment
- Request Access (sign-on) to applications for an employee
- Suggest ideas for innovation

Watch for additional service options, coming soon.

If you want to report a problem with a system or a device (not working), please contact the Help Desk at 884-HELP(884-4357) or visit [Help Desk Portal](#)

[+ Create a new Request »](#)

[View Requests »](#)

2. Click **Create a new Request**.

New Request

Select Categories

Category 1:

- EMR Change Request
- A new Project or Replacement System
- Request Access**
- A new PC or related Equipment
- Innovation Ideas or Suggestions
- Help with Data
- Help with a problem

3. Select **Request Access** if you want to order a new Cerner, GE\IDX, Dragon or PACs account or remote access or e-mail

New Request

Select Categories

Category 1:

Category 2:

- MU Health Care Active Directory/Email Account
- Cerner EMR**
- Dragon
- GE/IDX
- PACS/LIFEimage
- Remote Access
- Bring Your Own Device (BYOD)

4. Select the appropriate category from the drop down list (e.g. **Cerner EMR** to order a PowerChart account).

New Request

Select Categories ?

Category 1: Request Access

Category 2: Cerner EMR

Next »

5. Click Next.

[View Requests](#)

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The person must be in PeopleSoft before requesting a Cerner account.
Please enter at least the first four letters of that person's last name and/or first name to search from PeopleSoft.

Last Name: First Name:

6. Type the **name** of the person for which you are requesting an account and click **Search**.

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Select a person from the following list.
If you do not find the person in the list, please contact your department's HR representative to enter the person in PeopleSoft.
The person must be in PeopleSoft before requesting a Cerner account.

7. Select the **name** of the person for which you are requesting an account from the drop-down list.

Cerner Application Access Authorization

Applicant Information - Fields with (*) are required

Last: Broz	First: Karen	Middle: L	Employee ID: 01011028	(*) Credentials: ▼
Title/Position: COOR OF EMR EDUCATION		Department: EMR Training	Mailing Address: DC050.01 UHC Room 1W36	
Active Directory ID: BROZK	Work Phone: (573) 884-6246	Requestor: Broz, Karen	Requestor's Phone: (573) 884-6246	
Start/Change Access on: 8/2/2016 (mm/dd/yyyy)		End Access on: Indefinite (mm/dd/yyyy)		

(*) Location:

- University Hospital
- Ellis Fischel Cancer Center
- Student Health Center
- Women's and Children's Hospital
- MUPC

(*) Cerner Access Needed:

- Add Access
- Change Access
- Delete Access

Applicant: University of Missouri Employee Non-University of Missouri Employee

Comments (limit to 500 characters):

8. Fill out the form. Notice anything with a red asterisk (*) is a required field.

<p>NURSING</p> <ul style="list-style-type: none"> <input type="radio"/> Care Team Associate - Clinical <input type="radio"/> Infection Control Staff <input type="radio"/> Nurse - Clinic <input type="radio"/> Nurse - Dialysis <input type="radio"/> Nurse - Inpatient OB/Women Health/WBN <input type="radio"/> Nurse - Inpatient/Emergency Department <input type="radio"/> Nurse - IV Therapy <input type="radio"/> Nurse - Ophthalmology Nurse/Tech <input type="radio"/> Unit Clerk - Emergency Department <p>NUTRITIONAL SERVICES</p> <ul style="list-style-type: none"> <input type="radio"/> Dietitian <input type="radio"/> Senior Food Services Attendant 	<ul style="list-style-type: none"> <input type="radio"/> Radiology Student <input type="radio"/> Respiratory Care Student <input type="radio"/> Social Worker Student <input type="radio"/> Speech Therapy Student <p>Surgery Services</p> <ul style="list-style-type: none"> <input type="radio"/> Add User to Cerner Database Only <input type="radio"/> Surginet Database Analyst <input type="radio"/> Surginet Management <input type="radio"/> Surginet Non-Medical Support <input type="radio"/> Surginet Nurse <input type="radio"/> Surginet Support
<p>(*) Pyxis Access Needed:</p> <p style="text-align: right;"><input type="radio"/> Delete Access <input checked="" type="radio"/> Not Applicable</p>	
<p>(*) Clinical Access Needed: <input type="radio"/> Yes <input checked="" type="radio"/> No</p>	
<p>(*) Epiphany EKG Access Needed: <input type="radio"/> Yes <input checked="" type="radio"/> No</p>	
<p>(*) HealthRegistries Access Needed: <input type="radio"/> Yes <input checked="" type="radio"/> No</p>	
<p>(*) If yes, what team/location(s) will the user be a part of?: <input style="width: 100%; height: 20px;" type="text"/></p>	
<p>For University of Missouri Employee/Volunteer/Student: By submitting this form, I verify that the applicant has read and signed the appropriate confidentiality agreement(s) and is authorized for access to the UMHC Network and Cerner Applications.</p>	
<p><input type="button" value="Submit"/></p>	

9. Click the **Submit** button
 10. Click the **Submit** button again on the next page to submit the request to the Cerner Help Desk.