

Employee Request to Utilize Text Messaging

Date: Click here to enter a date.

Name: Click here to enter name.

Position Title: Click here to enter title.

Department: Click here to enter department name and number.

Supervisor: Click here to enter supervisor's name.

Mobile Device to be Used:

Phone Number: Click to enter phone.

Type of Device: Click here to enter make and model of device.

I understand that by requesting authorization to utilize secured messaging in my employee role, I must follow and comply with the Tenet Information Privacy and Security policies and standards as well as my facility's policies on information privacy and security. Failure to do so can result in loss of permission to utilize secured messaging as well as performance management actions, up to, and including, termination. Yes: No:

I agree that if granted permission to participate in work related Tenet approved secured messaging, I will allow the installation of the profile certificate requiring password protection of my device identified in this request and will immediately notify IS in the event I purchase a new device that will be used to text messages. Yes: No:

I acknowledge my understanding that using my personal device is voluntary and not required as a condition of employment and that the facility will not reimburse me for any costs associated with utilizing my personal device for employment related texting. Yes: No:

I acknowledge my understanding and agree that this application will only be used during on duty hours and will only be used to exchange information for business purposes. Yes: No:

I acknowledge my understanding that my use of the secured messaging application must comply with all Tenet policies. Yes: No:

For IS Use

Date received: Click to enter a date. Date approved: Click to enter a date.

Date denied: Click to enter a date.

Reason for denial: Click to enter reason for denial.

Date profile certificate installed: Click to enter a date.

Date employee and supervisor notified of approval or denial: Click here to enter a date.

Provided to Human Resources: Yes:

Date provided to Human Resources: Click here to enter a date.

IS staff processing request: Click here to enter name