

External User Request Form

WHEN TO SUBMIT AN EXTERNAL USER REQUEST FORM:

- If you are employed by CRICO member institutions and need access to any of the following
 - Physician facesheets
 - Claims history reports
 - Modifying physician and coverage information
 - Entering resident and fellow coverage
 - Access to the Underwriting Portal

WHEN SUBMITTING AN EXTERNAL USER REQUEST FORM, THE FOLLOWING IS REQUIRED:

- Credentialing Manager must sign and date form
- Depending on your institution this department may be known as the Credentialing, Provider Services, Office of Professional Staff Affairs, or Medical Staff Officer, etc.
- If you are unsure of the correct individual to contact at your institution, please reach out to Underwriting for assistance.

Important Points

- You will be locked out of your account if you do not log in within 90 days. If and when you get locked out of your account, please email underwritingapps@rmf.harvard.edu to request a password reset. Please include your full name and user name in this request.