



GENERAL UNIVERSITY HOSPITAL IN PRAGUE

U Nemocnice 499/2, 128 08 Praha 2 | business ID number: 00064165, tel.: 224 961 111

Form | F-VFN-463 | page 1 of 2 | versio 2

APPLICATION OF OPENING EXTERNAL USER'S ACCESS TO THE HOSPITAL WEB

Applicant's first name and surname, or title of the company:	
Personal/business ID number:	
Residence/Company domicile:	
E-mail:	
Telephone number:	
Reason for opening of the access:	
GUARANTOR (Hospital employee responsible for Applicant's work in the internal network – superior, principal of the ordering unit)	
First name and surname:	
Position:	
Personal number:	
Telephone number:	
Expiry date of the access:	(The expiry date cannot be later than one year after its opening.)
DEFINITION OF REQUIREMENTS FOR THE ACCESS	
Application ¹ /Servers (hostname, IP address) ²	Do not fill in ¹ /Ports or port range (in numbers, TCP/UDP)
Notes:	
DATE AND APPLICANT'S SIGNATURE	FROM THE HOSPITAL'S IT DEPARTMENT RECEIVED BY

By signing, the Applicant notes that the use of the service is subject to regulations of the General University Hospital!

In case of failure to comply with the conditions, misuse or use in other than permitted manner, the account will be blocked and the Applicant will bear full legal responsibility!

Rules for external users are also available beyond the web of the General University Hospital at: <https://www.vfn.cz/externista/>

Hand in the filled application at: control of Section of Informatics and Digital Transformation ("dispečink"), HQ building, U Nemocnice 2, Praha 2, tel.: 22496 2119



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Form | F-VFN-463 | page 2 of 2 | versio 2

APPLICATION OF OPENING EXTERNAL USER'S ACCESS TO THE HOSPITAL WEB

PROCEDURE OF OPENING THE ACCESS TO THE HOSPITAL WEB FOR AN EXTERNAL USER:

- The Applicant shall appear with the form, filled in but NOT SIGNED, at the control of Section of Informatics and Digital Transformation ("dispečink"), HQ building, U Nemocnice 2 Praha 2, tel.: 22496 2119, on working days between 8 a.m. and 4 p.m., or by appointment made on the said phone line.
- The Controller will check the Applicant's identity (ID card, passport). The Applicant will sign the form.
- The Controller will sent the given Guarantor an e-mail, asking to approve validity of the required access and extent of the access.
- After receiving the approval from the Guarantor, the external user's access account will be set up.
- The Applicant will be informed of the approval and setting up the access account by e-mail.
- The Applicant will appear at the control of Section of Informatics and Digital Transformation ("dispečink"), HQ building, U Nemocnice 2 Praha 2, tel.: 22496 2119 on working days between 8 a.m. and 4 p.m., or by appointment made on the said phone line, to pick up the user's name and password. It is recommended that the password is changed by the user on the spot.
- The expiry date is not longer than one year after the opening of the account. One month prior to the expiry date, both the Applicant and Guarantor will receive a notice through the given e-mail address. The Guarantor will apply for prolongation of the access account by e-mail – in response to the e-mail with the notice of expiry.

NOTES FOR FILLING IN THE FORM:

Applicant's first name and surname, or title of the company

Applicant's first name and surname; in case of a the company its title as well.

Personal/business ID number

Applicant's personal ID number; in case in case of a the company its Business ID number as well..

Contact e-mail

Applicant's valid contact e-mail.

GUARANTOR (Hospital employee responsible for Applicant's work in the web – superior, principal of the ordering unit)

The superior employee of the General University Hospital. The employee of the Hospital who commissions the work by contract.

Expiry date of the access

(The expiry date cannot be later than one year after its opening!)

The date when the access becomes invalid. The expiry date of the access account cannot be later than one year after its opening. One month prior to the expiry date, both the Applicant and Guarantor will receive a notice through e-mail at the address they gave. The Guarantor applies for prolongation of the access account by e-mail – in response to the e-mail with the notice of expiry.

Definition of requirements for the access

In case of requirement for access to an app, fill in its title. For example.: Terminal, NIS MEDEA, Intranet VFN,...

in case of access to a Server, fill in its title, IP address and communication ports. Define them by numbers and definition whether they are TCP or UDP.