

## Instructions for the BIDCO Arcadia Analytics Access Request Form

### Section 1 – User Information

- Section 1 is to be filled with the requested information for the individual user who is requesting access to Acadia Analytics
- All fields must be completed in order to be granted access
- **THE FORM WILL BE INVALID IF THE USER SIGNATURE IS MISSING**

### Section 2 – Arcadia Analytics Role & Sponsor Information

- Section 2 serves as both a method by which the user requests his/her desired role and also to inform the user of whom he/she would need to contact for sponsorship
- The role the user requests will determine which two sponsor types should be contacted, by the user, for sponsorship
- EXAMPLE: Should the requested role be “Case Manager”, the user will need to contact his/her respective Risk Unit Executive; should the requested role be “Office Manager”, the user will need to contact his/her respective Pod Leader, etc.

### Section 3 – Data Access Level Requested

- Check the box in Section 3 that describes the appropriate level of information access for the user to view in Acadia Analytics
- **BIDCO HAS THE AUTHORITY TO SELECT OR CHANGE USER ACCESS BASED ON THE USER’S ROLE AND ON DIRECTION FROM THE USER’S SPONSORS**

#### **Section 4 – Sponsor 1 Information**

- Section 4 is to be filled out with the information of the user's first sponsor, as determined by the requirements described in Section 2
- All fields must be completed in order to be granted access
- **USERS ARE RESPONSIBLE FOR CONTACTING HIS/HER SPONSOR 1 AND OBTAINING THE REQUIRED SIGNATURE FOR SECTION 4 (SEE FIGURES A & B)**
- **THE FORM WILL BE INVALID IF SPONSOR 1 SIGNATURE IS MISSING**

#### **Section 5 – Sponsor 2 Information**

- Section 5 will be completed by BIDCO, with the condition that Sections 1-3 have been completed and signed by the user and Section 4 has been completed and signed by the user's Sponsor 1
- **THE FORM SHOULD BE SUBMITTED ONLY AFTER SECTIONS 1-4 HAVE BEEN COMPLETED AND SIGNED**

#### **Submitting the Form to BIDCO**

- When the sections of the form for which the user is responsible are completed, and the End User Confidentiality Agreement has been signed by the user, please email the document as an attachment to [BIDCOPopHealth@bidmc.harvard.edu](mailto:BIDCOPopHealth@bidmc.harvard.edu)
- Should there be any issues emailing the form, it can be faxed to 617-754-1050. However, please also send an email to [BIDCOPopHealth@bidmc.harvard.edu](mailto:BIDCOPopHealth@bidmc.harvard.edu) informing of the fax being sent

**Figure A. Risk Unit Executives:**

<b>First Name</b>	<b>Last Name</b>	<b>Organization</b>	<b>E-mail</b>
Kevin	Kilday	AJH	<a href="mailto:kkilday@ajh.org">kkilday@ajh.org</a>
Gayle	Fayre	AJH	<a href="mailto:gfayre@ajh.org">gfayre@ajh.org</a>
Angela	Wayne	APG	<a href="mailto:awayne@bidmc.harvard.edu">awayne@bidmc.harvard.edu</a>
John	Christoforo	APG	<a href="mailto:jachrist@bidmc.harvard.edu">jachrist@bidmc.harvard.edu</a>
Michael	DeSocio	APG	<a href="mailto:mdeSocio@bidmc.harvard.edu">mdeSocio@bidmc.harvard.edu</a>
Jayne	Sheehan	BIDMC	<a href="mailto:jsheehan@bidmc.harvard.edu">jsheehan@bidmc.harvard.edu</a>
John	Fogarty	BID Needham	<a href="mailto:jmfogart@bidneedham.org">jmfogart@bidneedham.org</a>
Nancy	Hoffman	BID Needham	<a href="mailto:nhoffman@bidneedham.org">nhoffman@bidneedham.org</a>
Greg	McSweeny	BID Needham	<a href="mailto:gmcsween@bidneedham.org">gmcsween@bidneedham.org</a>
Lisa	Trumble	CHAPO	<a href="mailto:lmtrumble@challiance.org">lmtrumble@challiance.org</a>
Amy	Guay	HMFP	<a href="mailto:aguay@bidmc.harvard.edu">aguay@bidmc.harvard.edu</a>
Lou	Woolf	HSL	<a href="mailto:louwoolf@hsl.harvard.edu">louwoolf@hsl.harvard.edu</a>
Mary	Moscato	HSL	<a href="mailto:MaryMoscato@hsl.harvard.edu">MaryMoscato@hsl.harvard.edu</a>
Michael	Conklin	BID Milton	<a href="mailto:Michael_Conklin@bidmilton.org">Michael_Conklin@bidmilton.org</a>
Jean	Vaughn	Milton PO	<a href="mailto:Jean_Vaughn@Miltonhospital.org">Jean_Vaughn@Miltonhospital.org</a>
Robin	Hynds	LGH	<a href="mailto:Robin.Hynds@lawrencegeneral.org">Robin.Hynds@lawrencegeneral.org</a>
Pracha	Eamranond	LGH	<a href="mailto:Pracha.Eamranond@lawrencegeneral.org">Pracha.Eamranond@lawrencegeneral.org</a>
Andrea	Sullivan	LGIPA	<a href="mailto:andrea.sullivan@lawrencegeneral.org">andrea.sullivan@lawrencegeneral.org</a>
Todd	Lowthers	LMVPHO	<a href="mailto:tlowthers@lmvpho.net">tlowthers@lmvpho.net</a>
Ulrike	Kohler	BID Plymouth	<a href="mailto:ukohler@bidplymouth.org">ukohler@bidplymouth.org</a>
Gowri	Nagaraj	NEBH	<a href="mailto:gnagaraj@nebh.org">gnagaraj@nebh.org</a>

**Figure B. Pod Leaders:**

<b>Pod#</b>	<b>First Name</b>	<b>Last Name</b>	<b>Email</b>
2,3, 30	David	Ives, MD	<a href="mailto:dives@bidmc.harvard.edu">dives@bidmc.harvard.edu</a>
4,5	Dom	Pennachio, MD	<a href="mailto:dpennach@bidmc.harvard.edu">dpennach@bidmc.harvard.edu</a>
6,10	Phil	Triffletti, MD	<a href="mailto:ptriffle@bidmc.harvard.edu">ptriffle@bidmc.harvard.edu</a>
9	Laura	Garelick, MD	<a href="mailto:lgarelic@bidneedham.org">lgarelic@bidneedham.org</a>
13	Kamau	Karanja, MD	<a href="mailto:kkaranja@bidmc.harvard.edu">kkaranja@bidmc.harvard.edu</a>
15	Alex	Gonzalez, MD	<a href="mailto:agonzalez@fenwayhealth.org">agonzalez@fenwayhealth.org</a>
16	Rong	Guan, MD	<a href="mailto:rguan@caregroup.harvard.edu">rguan@caregroup.harvard.edu</a>
17	Elizabeth	Molina, MD	<a href="mailto:emolina@jmschc.org">emolina@jmschc.org</a>
17	Holly	Oh, MD	<a href="mailto:hoh@dimock.org">hoh@dimock.org</a>
18	Andrew	Jorgensen	<a href="mailto:ajorgensen@outercape.org">ajorgensen@outercape.org</a>
19	Yuko	McColgan	<a href="mailto:ymccolga@bidco.org">ymccolga@bidco.org</a>
20	Steven	Van Dam, MD	<a href="mailto:svandam@bidmc.harvard.edu">svandam@bidmc.harvard.edu</a>
22	Leo	Lane, DO	<a href="mailto:llane1@bidco.org">llane1@bidco.org</a>
25	Perminder	Dhillon, MD	<a href="mailto:pdhillon@caregroup.harvard.edu">pdhillon@caregroup.harvard.edu</a>
26	Marc	Cohen	<a href="mailto:mcohen3@bidmc.harvard.edu">mcohen3@bidmc.harvard.edu</a>
26	Nisha	Basu, MD	<a href="mailto:nbasu@bidmc.harvard.edu">nbasu@bidmc.harvard.edu</a>
26	Helen	Chen, MD	<a href="mailto:helenchen@hsl.harvard.edu">helenchen@hsl.harvard.edu</a>
26	Susanne	Hartmann, MD	<a href="mailto:shartman@bidmc.harvard.edu">shartman@bidmc.harvard.edu</a>
32	Peter	Martens, MD	<a href="mailto:pmartens@bidco.org">pmartens@bidco.org</a>
38	Randall	Fenton, MD	<a href="mailto:rfenton1@bidmc.harvard.edu">rfenton1@bidmc.harvard.edu</a>
45	David	Elvin, MD	<a href="mailto:delvin@challiance.org">delvin@challiance.org</a>
46	Ulrike	Kohler, MD	<a href="mailto:ukohler@bidplymouth.org">ukohler@bidplymouth.org</a>
47	Guy	Navarra, MD	<a href="mailto:gnavarra@bidmc.harvard.edu">gnavarra@bidmc.harvard.edu</a>

**Figure C. BIDCO Sponsors**

<b>User Role</b>	<b>First Name</b>	<b>Last Name</b>	<b>Email</b>
Case Manager	Mary	Lania	mlania@bidmc.harvard.edu
Data Analyst	Scott	Samways	ssamways@bidmc.harvard.edu
Office Manager	Linh	Decandia	ldecandi@bidmc.harvard.edu
Pod Leader	Kim	Ariyabuddhiphongs	kariyabu@bidmc.harvard.edu
PCP	Frank	Smith	fsmith1@bidmc.harvard.edu
Quality Lead	Linh	Decandia	ldecandi@bidmc.harvard.edu
Risk Unit Executive	Wendy	Zitter	wzitter@bidmc.harvard.edu
Specialist	Frank	Smith	fsmith1@bidmc.harvard.edu
Other (Specify)	Scott	Samways	ssamways@bidmc.harvard.edu