

## PACS USERNAME AND PASSWORD REQUEST FORM

Welcome as a new user to the NovaRad PACS system on the Oak Tree Radiology network. An individual password is required to view medical images and reports. Using this form, please choose a user name and a password that will – after entry into our system – be known only to you.

Your personalized password and user name should be lower case and consist of a minimum of 6 alpha or numeric text characters. Your user ID name is ordinarily the first letter of your first name followed by your last name. (i.e.: John Brown would be jbrown)

Once we have entered your choices into the “Oak Tree Web Images” server, we will let you (or your administrator) know by e-mail. At that time, please follow these instructions.

### APPLICANT INFORMATION

Name: \_\_\_\_\_  
(Print full name with suffix (M.D., P.A., etc.)

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**User name** \_\_\_\_\_ **Desired Password** \_\_\_\_\_

Please note: If you have current access to other PACS databases feel free to use the same user name and password for your convenience. Please complete the section below and return this form to:

Robert Wycoff  
IT / PACS Administrator  
Oak Tree Medical Center  
751 Cordova Street  
Pasadena, CA 91101

**Telephone (626) 577-2424**

**Fax: (626) 577-2986**

Date: \_\_\_\_\_

**Note: Your password may not be disclosed or shared with another individual to gain access to this system.**