Request for an AERO Account

INSTRUCTIONS: 1. **HIPAA**. You must include a copy of your HIPAA certificate that has not expired. HIPAA is completed through MHS Learn (https://mhslearn.csd.disa.mil). 2. **Security Clearance**. OPNAV 5239/14 (SAAR form) (questions 1-9, 11 and 23-30 needs to be filled out). 3. **Request Form**. Completely fill out and sign this form. The form must also be signed by you and your CO, OIC, Department Head or Senior Medical Officer. 4. Log into AERO and request access (https://vfso.rucker.amedd.army.mil). Complete all information.

You must be privileged as a flight surgeon in order to get a flight surgeon role.

Instructions for completing the forms are on the website (http://www.med.navy.mil/sites/nmotc/nami/arwg/Pages/AeromedicalElectronicResourceOffice.aspx).

Please give the user manager three business days in order to create an account in AERO. An e-mail will be sent once an account has been created.

Name of Applicant:	Rank:

I request access to AERO with the following role. This access is required to complete my duties.

External Use

◯ Flight Surgeon ◯ AVT/Corpsman ◯ Read-only	Duty Position: Site Location:

NAMI/PERS/CMC Use Only

◯ Reviewer ◯ Data Entry ◯ Waiver Authority	Duty Position: Site Location:

Enclosures

I understand that I must follow all HIPAA guidelines in reference to patient confidentiality and maintain my annual HIPAA training. My current HIPAA certificate is attached.

I understand that I must have a security clearance (at least an interim). OPNAV 5239 is attached.

Date:	Signature:

Contact e-mail

E-mail address where I can be notified of approval for access:

CO, OIC, Department Head or SMO signature

I verify that the requestor requires access to AERO to complete their duties.

Date:	Signature: