



## Sub-Organization Request

Sub-Organizations are used to divide your current organization into workable sections. They can define separate facilities, workgroups, single or multiple TaxID numbers. The parent organization making the request for the Sub-Organization must have already registered the requested TaxIDs in the parent organization. To add TINs to your organization record use the Manage My Administrator Account feature on this page: [http://www.onehealthport.com/use\\_ohp/accounts.php](http://www.onehealthport.com/use_ohp/accounts.php)

YOUR Request: Please create the following new sub-organization:

Parent Organization Name: \_\_\_\_\_

ParentOrgID: \_\_\_\_\_

Name of new Sub-Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address1: \_\_\_\_\_

Address2: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

InitialAdminID: \_\_\_\_\_ (must be an admin with the parent organization)

TIN Number(s): \_\_\_\_\_

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Requestor Name: \_\_\_\_\_

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

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

Complete this form and fax to OneHealthPort at 1-206-624-3168