



New Jersey Department of Health  
Office of Local Public Health

## New Jersey Local Health Report ACCOUNT CREATION AND ACCESS REQUEST

**Instructions:** This access request must be submitted by the Health Officer. Please, complete the following information and send the completed form to [contact.LHR@doh.nj.gov](mailto:contact.LHR@doh.nj.gov). An account will be set up with permission for the individual listed to access your health department's New Jersey Local Health Report. Please allow ten (10) business days for this request to be processed.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Does this person currently have a Hippocrates account? \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Extension: \_\_\_\_\_

Local Health Department Name: \_\_\_\_\_

LHR Role: \_\_\_\_\_

There are three "role" options:

1. Health Officer
2. Approver (trusted staff members who are permitted to enter data, review/approve the data entered by other staff, and help manage the Local Health Report account)
3. Data Enterer (staff who are allowed to enter data, but whose work is reviewed by the Health Officer or one of the designated "Approvers")

Comments:

Health Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

LHR Help Desk  
Office of Local Public Health  
New Jersey Department of Health  
P.O. Box 360  
Trenton, NJ 08625-0360

[contact.LHR@doh.nj.gov](mailto:contact.LHR@doh.nj.gov)