

## Process for ordering HSA IDs, eService cards and access to BioClinicum

### Background

BioClinicum is part of Karolinska University Hospital and organizes within the county council Region Stockholm. It is mandatory for all people working in BioClinicum to have a so called HSA-ID and eService Card obtained from Region Stockholm. This is to ensure that all security requirements in the hospital buildings are met and because most of the buildings infrastructure is connected to the hospital's IT system.

Each research group leader at KI has the task of ordering HSA-IDs and eService cards for group members who will be working in BioClinicum.

HSA IDs and eService cards have an annual cost of SEK 3,000 / person. If you also need a Region Stockholm mail account, the annual cost is SEK 3,500 / person. A Region Stockholm mail account is needed i.e to be able to book meeting rooms at the hospital via Regions Stockholm's Outlook.

### Information for research group leaders - ordering an HSA-ID and eService card for KI staff

**For employment longer than 6 months:** Order an HSA-ID and e-Service card via your local eService card administrator at the Medical Unit to which your research is affiliated. Department administrators should have a list of e-Service card administrators to contact. The information can also be found on Inuti (the hospital's internal website). When ordering a HSA-ID and eService card, the responsible Head of the Medical Unit at Karolinska University Hospital must be stated. It is important that all research staff know which medical unit they are connected to and who their hospital Head of department is.

The yearly cost of each new HSA-ID will be added to your account in your own respective Medical Unit.

**For employment shorter than 6 months:** You may order a HSA-ID and eService card via FoUUI (who will cover the cost for the card). Fill in the order form for the person in question and send it to FoUUI's mailbox [bioclinicum.karolinska@regionstockholm.se](mailto:bioclinicum.karolinska@regionstockholm.se). The forms are different depending on whether or not the person in question has a Swedish personal identity number. The forms can be found at the bottom of this document. If needed, they can also be obtained via the mailbox.

Please note that FoUUI only pays for the HSA-ID and eService Card for a **maximum** of 6 months. FoUUI does **not** extend these cards. If a student or visiting researcher is given an extended assignment, the HSA-ID must be transferred to the medical unit to which the research group is affiliated. This is done via a local eService card administrator at the Medical Unit.

When an order for a HSA-ID has been placed, a subsequent order for an eService card is done automatically in Navet. If the person to whom the order applies does not have a Swedish ID document, the person's identity needs to be verified when photographing and retrieving the card. This has to be done by the Head of department at your Medical Unit. In the case where the Head of department cannot accompany the new group member, the task can be delegated to someone else. For this, a written delegation is needed for certification for the person who is to verify the identity.

The delegation must be sent to the eService card administrator so that it can be included in the card order. Read more about this in the section "Certification".

## Information for KI employees - when ordering is completed

Each eService card administrator who has placed an order, will inform the respective research group leader that their order has been processed. The following further process will also be notified:

1. The new group member must complete Karolinska's web training in fire and safety in Swedish or English. Further, after completing the web training, they must book an appointment for having a photo taken for the eService card.

Link to Swedish version: <http://www.karolinska.se/sakerhetsutbildning>

Link to English version (English version): <http://www.karolinska.se/safety-course>

When this step is completed the new group member can pick up a personal temporary card at the Badge office. Address: S2: 02 (floor 2 above the staff gym). The office is located in Norrbacka, enter via the main entrance from Eugeniavägen 27. Tel: 08-585 81000

The new group member needs to bring:

- Valid Swedish ID document. If you do not have a Swedish ID document, you need to bring a certifier and passport, see section on Certification
- Any Badge previously received from the hospital

2. The photo must be taken at the booked time.

Address: S2: 02 (floor 2 above the staff gym). The office is located in Norrbacka, enter via the main entrance from Eugeniavägen 27. Tel: 08-585 81000

The new group member needs to bring:

- Valid Swedish ID document. If you do not have a Swedish ID document, you need to bring a certifier and passport, see section on Certification
- Any Badge previously received from the hospital

3. After photography, you will receive an envelope at your home address from Telia with PIN / PUK codes for your new eService card. It is important to save this information and take it with you when you retrieve the card

4. Book an appointment for card collection or pick up the card on drop-in times offered by eService Cards and Badge.

5. Pick up your card. Address: S2: 02 (floor 2 above the staff gym), Norrbacka.

You need to bring with you:

- Valid Swedish ID document / certifier and passport
- PIN / PUK codes

6. Order accesses to BioClinicum in Navet. Access group for BioClinicum level 5-10 is named "BioClinicum Forskning" in Navet. Read more in the section "Access".

## Certification

Who can certify the identity of those who do not have a Swedish social security number or Swedish ID document? It is the head of department at the Medical Unit (at Karolinska University Hospital) who is responsible for certifying the identity of people that are under her/his medical unit. If the

head of department is not present at the time of certification, the task can be delegated to someone else.

The delegation must be included in the card order that applies to the person who does not have the valid Swedish ID document. Always send information regarding delegation to the eService card administrator so that the information is added to the card order. For the delegation to be approved, all information for the person delegating as well as receiving the delegation must be included. See below:

- The delegating Head of Units full name
- The delegating Head of Units social security number and HSA-id
- The delegating Head of Units telephone number
- The person who is given the task of certifying - full name
- The person who is given the task of certifying - social security number and HSA-ID

### **Access**

Once the person has received their eService Card, they can apply for access to hospital buildings in Navet. To ensure approved access, the research group leader must be stated in the order. The access is then approved by the respective access approver. For eligibility to enter BioClinicum, FoUUI is the approver.

The eService card administrator often submits an application for authorization to BioClinicum when ordering. FoUUI does this as a rule.

### **Support**

If you have questions or concerns regarding the ordering procedure, please contact your local eService card administrator at the Medical Unit to which you are affiliated. You can also ask questions by sending an email to [bioclinicum.karolinska@regionstockholm.se](mailto:bioclinicum.karolinska@regionstockholm.se) or contact eService card and Badge directly on telephone number: 08- 585 81 000.

Homepage Inuti (hospital internal homepage): <https://inuti.karolinska.se/verksamheter/central-stab/staberna-vardstod-och-teknik/vara-verksamhetsomraden/kundtjanst-och-administration/intern-kundtjanst/etjanstekort/>

## HSA ID and eService card order form for Swedish personal number and Swedish ID holders

Efternamn/Surname	
Förnamn/Birth name	
Personnummer/Personal number 12 siffror	
Tema/Funktion	
Avdelning/Enhet	
Titel/Befattning	
Namn på ansvarig chef på Karolinska	
Epostadress till ansvarig chef på Karolinska	
Ska personen ha epostkonto på Karolinska? Ja/Nej	
Ange from datum	
Ange tom datum	
Ny personpost? Ja/Nej	

## **HSA ID and eService card order form for people **without** a Swedish personal number or Swedish ID**

- The attested passport/ EU ID copy **MUST** include the attesters **name, signature, date** and **phone number**
- The passport must be to be valid for the time period for which they will be working in the group

Personuppgifter från Pass / EU ID-kort	
Efternamn (enl id-handling) *	
Förnamn (enl id-handling) *	
Födelsedatum *	
Nationalitet *	
Passnummer / EU ID-kort *	
Giltighetstid för pass / EU ID-kort t.o.m *	
Vidimerad kopia på pass / EU ID-kort (OBS båda sidorna på kortet) med foto *	Bifogas med beställningsblanketten, OBS, den vidimerade kopian skall vara av god kvalitet
Anställningsuppgifter	
Arbetsplats/avdelning/enhet *	
Kostnadsställe *	17362
Anställningstid / Uppdragstid *	Fr o m - T o m
Titel *	
Ska personen ha Regionstockholm - epostkonto	Ja <input type="checkbox"/> Nej <input type="checkbox"/>
HSA-id och namn på ansvarig för personen på Karolinska *	
E-postadress till ansvarig på Karolinska *	

Ovanstående uppgifter verifieras av ansvarig chef på *Karolinska*. Ansvarig chef som är anställd på *Karolinska Universitetssjukhuset* signerar nedan \*

Legitimation uppvisad av utländsk medborgare * <input type="checkbox"/>		
Datum *	Namnteckning *	Namnförtydligande *
E-postadress *	Telefon *	

När personposten är upplagd i EK meddelas beställare via ärendet.  
Originalbeställning samt vidimerad passkopia arkiveras hos beställaren.

