



ARIZONA DEPARTMENT OF HEALTH SERVICES

PREPAREDNESS

Arizona Health Services Portal User Agreement Health and Wellness for all Arizonans

WARNING

The Arizona Health Services Portal Environment has been developed in conjunction with the statewide plan for information technology as set forth in A.R.S. § 41- 3504 (A) (1)). It is a component of the State of Arizona's Health Services Information Technology Services, which may be accessed and used only for official business by authorized personnel. Unauthorized access or use may subject violators to criminal, civil, and/or administrative action. As a State owned system, there is no right to privacy on this system. All information on this system may be monitored, intercepted, recorded, read, copied, and shared by authorized personnel for official purposes including criminal investigations

Terms of the Agreement

The terms of this Agreement shall become effective upon signature and shall remain in effect for two years after the date of signature. Arizona Health Services Portal (AHSP) users will be required to renew the AHSP Agreement on a bi-yearly basis.

Background

AHSP is a secure electronic communication system that is designed to host a series of web based applications, enabling local, state, federal, and international public health preparedness partners to share information and preliminary data on recent outbreaks and other health events in a rapid and secure environment.

Security Requirements on the Arizona Health Services Portal

- a. User will need to change password once received.
- b. User will be required to change their password every 60 days.
- c. User will be required to renew the AHSP Agreement on a bi-yearly basis.
- d. User will be limited to three (3) log-in attempts before losing access.
- e. User will need to contact the Helpdesk at helpdesk@siren.az.gov to regain access.
- f. User will notify the AHSP Helpdesk, AHSP Liaison at the Local Health Department or organization within 24 hours of any unauthorized release of personally identifying information.
- g. User will notify the AHSP Helpdesk, AHSP Liaison at the Local Health Department or organization within 24 hours of any changes in job position, responsibilities or no longer need access.
- h. User will not leave the computer unattended when logged on to the AHSP.

Agreement Provisions

The Arizona Department of Health Services Department has a duty pursuant to A.R.S. § 41-4172 to develop and establish commercially reasonable procedures to ensure the security of personal identifying information.

In consideration of the Department's duty to ensure the security of personal identifying information and my responsibilities as AHSP user, and in recognition of the potential harm or discomfort that could be caused by the release of sensitive, provisional, and personal information obtained from within the AHSP, I agree to the following provisions:

- a. To adhere to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security Rules as defined in 45 C.F.R. Parts 160 and 164.
- b. To cooperate with the Arizona Department of Health Services in the course of performance of the Agreement so that both parties will be in compliance with HIPAA.
- c. Not to share my AHSP information (i.e. USER ID and Password) with others or to allow others to use my account to view information posted on AHSP.
- d. To use any and all information posted on the AHSP solely for the purposes of public health or emergency preparedness and not for personal or commercial gain.
- e. To avoid attempting to override or circumvent the security procedures related to the AHSP.
- f. To prohibit the use of names of other AHSP users or their institutions in a way that misrepresents the source of information or implies endorsement of products or services without the permission of the contributing source.
- g. To the use of my name and contact information in the AHSP's Public Health Directory that will be made available to all AHSP users, unless otherwise stated.



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Medical Electronic Disease Surveillance Intelligence System (MEDSIS)

- a. Only AHSP users trained by the Arizona Department of Health Services and/or a local health department representative may enter data into MEDSIS or have access to patient data in MEDSIS.
- b. MEDSIS users will comply with the Arizona Administrative Code: R9-6-201 to 207 Responsibilities for Reporting (http://www.azsos.gov/public_services/Title_09/9-06.htm). Reporting through MEDSIS fulfills most reporting requirements of communicable diseases to the local health departments. Reporting of urgent situations (such as detection of a 24-hour notifiable disease) must be done using another immediate means of communication (such as a phone call) in addition to electronic notification via MEDSIS.
- c. MEDSIS users will comply with MEDSIS Policies and Procedures regarding the release of data to non-MEDSIS persons.

Confidentiality of data on the AHSP Applications

- a. Human case information falls under HIPAA and A.R.S. §§ (36-661 to 669)
- b. Unauthorized release of confidential information will result in immediate termination of access to Arizona Health Services Portal and its applications as well as notifying your facility Administrator and/or supervisor, and may result in administrative or criminal penalties.

I have reviewed and understand the above Agreement and the MEDSIS Policies and Procedures and agree to be bound by both with regards to my access and use of AHSP and MEDSIS. Furthermore, the Arizona Department of Health Services reserves the right to limit access for violation of the above Agreement or the MEDSIS Policies and Procedures.

AHSP

PRISM

MEDSIS

Organization Name

First & Last Name (Print)

Work Phone

Work Email

Signature

Date