



Authorized User Confidentiality Statement  
for Access to the Online Registry



**Please read this statement carefully. Make sure that you ask your Site Security Administrator for clarification about anything you don't understand, then sign the Agreement. Refusal to sign the Agreement will result in immediate denial of access to Department of Health and Mental Hygiene ("DOHMH") Online Registry ("Online Registry"). By signing this Agreement, you agree to comply with its terms as authorized user ("Authorized User") to the Online Registry.**

**As Authorized User, you will have access to medical and personally identifying records ("Confidential Information") in the Online Registry. You are required by law to safeguard the confidentiality of Confidential Information. Unauthorized disclosure of Confidential Information is a violation of New York City Health Code Section 11.11(d) and state law, subject to civil and/or criminal prosecution, penalties, forfeitures and legal action. See Section 558(e) of the City Charter and Section 3.11 of the New York City Health Code. You must continue to comply with confidentiality requirements of this Agreement after you are no longer employed by the facility or health care provider ("Facility") on behalf of which you access the Online Registry.**

**In the course of accessing an immunization or lead test record, or adding an immunization to the Online Registry, Authorized User MAY NOT**

- Examine or read any document or computer record from the Online Registry containing Confidential Information, except on a "Need to Know" basis; that is, if required to do so in the course of official duties.
- Remove from a job site or copy any document or computer record containing Confidential Information unless authorized to do so, and if required in the course of official duties.
- Discuss the content of documents containing Confidential Information examined with any person unless both persons have authorization to do so.
- Discriminate, abuse or take any adverse action with respect to a person to whom the Confidential Information pertains.
- Reveal or share individual personal computer access identification or passwords with other persons, even if such persons are also authorized to have computer access.
- Compile any aggregate data or statistics from the program database except as authorized by the director of the Immunization Registry and/or director of the Lead Poisoning Prevention Program.
- Contact a person who is the subject of any DOHMH record except on official business, in the course of official duties.
- Degrade, destroy, or interfere with the integrity of any Confidential Information or any other information in the Online Registry.
- Transmit or upload to the Online Registry any false or misleading information.
- Interfere with the security of the Online Registry, including but not limited to, uploading or transferring to the Online Registry any malware, ransomware, spyware, or other malicious software.

**The above restrictions apply to screen displays, data in electronic form, and printed data. Any printed patient record shall be treated as Confidential Information.**

AGREEMENT

**I have read and understand the above statement and the attached protocol. I agree to keep strictly confidential all Confidential Information I receive from the Department of Health and Mental Hygiene Online Registry in the course of my employment at \_\_\_\_\_ (Facility). I understand fully the consequences to me if I disclose Confidential Information without necessary authorization. I have discussed, and will continue to discuss, with the Site Security Administrator any questions I have about what is confidential or to whom I may disclose Confidential Information.**

DATED: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

ADDRESS OF EMPLOYMENT: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

## ONLINE REGISTRY ACCEPTABLE USE PROTOCOL

This Acceptable Use Protocol (AUP) is for use of the Online Registry (OR).

Access to the OR is provided by the Immunization Registry solely for the purpose of obtaining immunization information and adding immunization records, and obtaining lead test information using the Online Registry. The Online Registry should not be used in connection with any personal or non-Registry matters.

All Authorized Users of the OR have the responsibility of using their access in a professional manner. Compliance with this AUP is mandatory.

Use of the OR for activities that are unacceptable under this AUP will result in removal of the Authorized User's access to the OR. DOHMH may review violations on a case-by-case basis.

### **System Security Measures to be followed by all Authorized Users of the OR:**

**1. The security of the Online Registry is of the highest priority. System security is essential for the effective and efficient operation of the system. It is the responsibility of all Authorized Users to maintain the highest possible degree of system security. If a security problem is discovered, it should be reported by telephone to the Site Security Administrator immediately.**

#### **2. Passwords:**

**Select passwords that are not easy to guess or to find using a password decoding program. A combination of 8 or more characters, with at least one number and one upper case letter, should be selected.**

**3. Keep the password confidential; do not write it down.**

**4. Do not share usernames and passwords. Each Authorized User must log in separately to report immunizations, add or look up patients, and for all other activities performed online.**

**5. Change passwords regularly (every 90 days is suggested).**

**6. Authorized Users may not use a username and password account created for one location of employment at another location.**

**7. If a password has been lost, stolen, or has been otherwise obtained by another person, or if Authorized User has any reason to believe that someone has obtained unauthorized access to the OR, it is the responsibility of the Authorized User to immediately notify the Site Security Administrator.**

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