



Virginia Pre-Hospital Information Bridge

Administrative User of Information Systems Security Access Agreement

As an administrative user of the Virginia Department of Health's (VDH), Office of Emergency Medical Services (OEMS) Pre-Hospital Information Bridge (VPHIB) information systems, I understand and agree to abide by VDH/OEMS Security Policy as stated in this agreement which governs my access to and use of the information and computer services of VDH/OEMS.

Access has been granted to me by VDH/OEMS as a necessary privilege in order to perform my authorized functions as an agent responsible for a Virginia licensed emergency medical services (EMS) agency for the purpose of EMS patient care documentation, storage, reporting, and data exchange with VDH/OEMS. Unique passwords and logon IDs are assigned to one responsible party. I am prohibited from using or knowingly permitting use of any assigned or entrusted access control mechanisms (including but not limited to: Logon IDs, passwords, terminal IDs or file protection) for any purposes other than those required for performing my authorized administrative functions.

I will not disclose any confidential, restricted or sensitive data to unauthorized persons. As an administrative user I am responsible to have security policies and procedures in place for the users I assign access to this system within my agency. I and those assigned user access by me or any agent of mine will protect personal health information as required by the current Health Insurance Portability and Accountability Act (HIPAA), the Virginia Health Records Privacy Act, and EMS Regulations. I will not disclose information concerning any access control mechanism of which I have knowledge unless properly authorized to do so, and I will not use access mechanisms which have not been expressly assigned to me. I will not use the VPHIB system for commercial or partisan political purposes.

If I observe incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the Virginia Office of Emergency Medical Services VPHIB Coordinator at (804)864-7598.

I give consent to the monitoring of my activities on VDH/OEMS information systems, and other systems accessed through VDH/OEMS systems. If such monitoring reveals possible evidence of unauthorized or criminal activity; it may be provided to administrative or law enforcement officials for disciplinary action and /or prosecution.

By signing this agreement, I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same.

VPHIB Information System User Name (Print)

Date of Signature

VPHIB Information System User (Signature)

EMS Agency Name & OEMS Number

For Administrative User Access to VPHIB Fax, Mail, or E-mail the following to OEMS:

- ImageTrend User Agreement and Logon Request
- VDH/OEMS VPHIB Security Agreement (EMS or Hospital Version)
- Memo on Agency/Department Letterhead from the agency owner listed with the OEMS Division of Regulation and Compliance if you are not listed as the owner yourself
- Please allow 3-5 business days to receive administrative user access

E-mail: Christy.Saldana@VDH.Virginia.gov

Fax: (804) 864-7580

Mail: Office of Emergency Medical Services
Attention: VPHIB Coordinator
109 Governor Street, UB-55
Richmond, Virginia 23219