



Choose One Action: **Create New Administrator** **Modify Administrator Info** **Remove Administrator**

E-Mail Address: _____

Facility Administrator
Signature: _____ Date: _____

Signature of Approver: _____ Approver Job Title: _____
(CEO, Health Commissioner, or Office Manager)

Security and confidentiality are a matter of concern for all users of the Integrated Perinatal Health Information System (IPHIS) and for all other persons who may have access to data from the system. Every individual who is authorized to access IPHIS holds a position of trust relative to this information and must recognize the responsibilities entrusted to him/her in preserving the security and confidentiality of this information. The information is collected for public health purposes. Information in IPHIS, including information that could be used to identify an individual and information about individuals' health status, is protected information. Confidentiality requirements that apply to this data include, but are not limited to, ORC Sections 3701.243 and 3701.244 and OAC Sections 3701-1-03, 3701-3-08, and 3701-3-23. City or county regulations or ordinances or other laws may place additional restrictions on data use and release. An authorized user's conduct may threaten the security and confidentiality of this information. It is the responsibility of every user to know and understand the following:

1. Users must not make or permit unauthorized use of any information in IPHIS.
2. Users may not exhibit or divulge the contents of any record except as permitted under Ohio Revised Code and Ohio Administrative Code for public health activities.
3. Users must not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
4. Users must not remove or cause to be removed any copies of records from IPHIS except in the performance of their public health duties.
5. Users must not divulge or share security codes or user authorizations or violate rules and regulations concerning IPHIS access or improperly use passwords and user authorizations.
6. Users must not access, request others to access, or allow others to access IPHIS for non-public health purposes.
7. Users must not seek to benefit personally or permit others to benefit personally by any confidential information in IPHIS.
8. Users must not aid, abet, or act in conspiracy with another to violate any part of this code.
9. Authorization for access to IPHIS terminates when a user's employment is terminated or when access to the data is not required for work related responsibilities.
10. Both the individual user and the public health agency by which they are employed have an obligation to protect the confidentiality and security of the information in IPHIS.
11. Users must report any violations of this IPHIS confidentiality and security code to the ODH Bureau of Vital Statistics immediately.