

## Memorandum

Date: January 29, 2014  
To: Wyoming School District Superintendents and School Nurses  
From: Lisa Wordeman, Immunization Unit Manager  
Subject: Changes to Wyoming Immunization Registry Access  
Ref: LW-2014-002

To ensure the Wyoming Department of Health is aligning with the Health Insurance Portability and Accountability Act (HIPAA) Omnibus Rule, Wyoming School Nurses must obtain parent/guardian agreement before accessing a student's immunization record within the Wyoming Immunization Registry (WyIR). No student record shall be accessed in the WyIR by a School Nurse without written or verbal parent/guardian agreement.

A Parent/Guardian Agreement Form for obtaining written parental agreement can be found on the Immunization Unit website at [www.immunizewyoming.com](http://www.immunizewyoming.com). The signed agreements should then be filed in the student's school file. School Nurses receiving verbal agreement should document the agreement in the student's school record. The Immunization Unit may review the documentation when conducting an audit to ensure students who were searched in the WyIR by a School Nurse after this notification had parental agreement.

Failure to obtain a parent/guardian agreement prior to accessing a student's record may result in a corrective action plan, which could include termination of the school nurse's access to the WyIR. The Immunization Unit is in the process of outlining an audit process to ensure compliance. The practice of obtaining this agreement should be in place by March 1, 2014, when auditing could begin.

The Wyoming Department of Health appreciates the partnership with School Nurses. We recognize this is an inconvenience and will continue to research options for School Nurse access. Please contact Lisa Wordeman at [lisa.wordeman@wyo.gov](mailto:lisa.wordeman@wyo.gov) or 307-777-6001 with any questions regarding this change. Thank you for your continued efforts to ensure compliance with the school immunization requirements.