

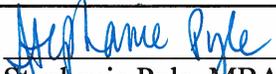


Immunization Unit
 Public Health Division
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Thomas O. Forslund
 Director

Matthew H. Mead
 Governor

Policy Title:	IIS: Authorized User Policy	
Policy Number:	IMM-003	
Effective Date:	November 1, 2017	
Approval:	 Stephanie Pyle, MBA Senior Administrator Public Health Division	11-1-17 Date

Purpose: This policy establishes the criteria and conditions by which an individual may be granted access to the Immunization Information System (IIS) adopted by the Wyoming Department of Health (WDH) for the purpose of protecting patient information and to prevent unnecessary or inappropriate access to the IIS or the data contained therein.

Scope: This policy applies to individuals approved by the Immunization Unit to be an authorized user of the IIS including those identified as the facility and organization contacts.

Policy:

1. Definitions

- a. "Authorized user (AU)" as defined in the WDH Immunization Program Administrative Rules and Regulations.
- b. "Security Incident" means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system.

2. Identification

- a. Individuals will be approved to become an AU in accordance with the WDH Immunization Program Administrative Rules and Regulations Ch. 5. Wyoming Immunization Information System.
- b. Enrolled organizations shall provide an updated list of AUs annually when requested by the Department.

3. Authentication

- a. AUs must maintain a unique email address, username, and password.
- b. Passwords must be used and managed in accordance with WDH Privacy and Security Policy S-005d Password Use and Management.
- c. Unauthorized users shall be denied access.
- d. Users no longer associated with the parent organization will be inactivated upon notification.
- e. Revocation of access shall occur after 30 days of inactivity.

4. Security Incidents

- a. Security incidents involving the IIS or data contained therein shall be immediately reported to the WDH IIS Coordinator who will then facilitate the completion of the WDH Incident Reporting Form (SF-002).
- b. The following are defined as Security Incidents:
 - i. Unauthorized disclosure of IIS data;
 - ii. Theft of IIS data;
 - iii. Unauthorized use of IIS data or equipment;
 - iv. Unauthorized data access;
 - v. Misappropriation or misuse of confidential information;
 - vi. Spyware detection;
 - vii. Virus detection;
 - viii. Electronic transmission of sensitive IIS data without use of data encryption mechanism; and
 - ix. Electronically transmitted threats to WDH IIS staff, equipment, infrastructure, etc.
- c. Authorized Users who have reason to believe that their personal information or IIS data/information have been compromised, or that computer intrusion/tampering has occurred, with respect to their accounts, shall contact the IIS Help Desk immediately.

5. Access Levels

- a. Role based access privileges will be determined using the “minimum necessary principle” to limit disclosure to protected health information to those persons that have a legitimate business need.
- b. Reasonable efforts will be made to limit the amount of information necessary to accomplish user’s official duties.
- c. Access levels will be requested by the enrolled Organization or Facility Contact and assigned by the Immunization Unit using the Functional Categories established by the Department.

6. Responsibilities

- a. AUs shall act in accordance with the WDH Immunization Program Administrative Rules and Regulations.

7. Suspension and Termination

- a. An AU’s access to the IIS may be suspended or terminated in accordance with the WDH Immunization Program Administrative Rules and Regulations Ch. 5. Wyoming Immunization Information System.

Contacts:

Immunization Unit Main Line	307-777-7952
Immunization Unit Manager	307-777-6001
WyIR Coordinator	307-777-5773

Forms:

WyIR Agreement
User Access Form

References:

Wyo. Stat. Ann. § 21-4-309
WDH Immunization Program Administrative Rules and Regulations
WY IIS Policies and Procedures



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Date: October 5, 2017

To: Stephanie Pyle, MBA
Acting Senior Administrator
Public Health Division

From: Jude Alden, MBA, CPM *JA*
Immunization Unit Manager

Subject: IIS Policies

Ref: JA-2017-045

Priority: Normal

Please review the attached policies regarding the operation and management of the Immunization Information System (IIS). The Authorized User policy has been updated. The Creating/Editing IIS Information from an Official Immunization Record is new and has been developed as a result of the need for clarification and to support the proposed rules.

If you approve, please sign and return the policies. If you have any questions about the policies, please contact me at jude.alden@wyo.gov or 307-777-6001

JA/ew

Attachments: IIS: Authorized User Policy (IMM-003)
Creating/Editing IIS Information from an Official Immunization Record
(IMM-004)

