



Virginia Pre-Hospital Information Bridge (VPHIB)

Hospital HUB User Security Agreement

As a hospital user of the Virginia Department of Health's (VDH), Office of Emergency Medical Services (OEMS) Pre-Hospital Information Bridge (VPHIB) information systems, which includes Hospital Hub, 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 facilitating the continuum of patient care when transferred from an EMS agency to my hospital/facility. Utilization of this information for purposes other than direct patient care, assembling the patient's medical record, or meeting state mandated reporting activities is a violation of HIPAA and the Commonwealth's Health Records Privacy Act § 32.1-127.03. This is to be narrowly construed.

I am prohibited from allowing others to use my unique User ID and password and will take all reasonable precautions to not allow others to access PHI using my account by taking steps such as logging off when finished and never sharing my User ID and password.

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 at (804)888-9149.

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)

Hospital Name

Signature of new user's Supervisor

Date of Signature

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

- VPHIB Hospital User Logon Request Form
- VDH/OEMS VPHIB Security Agreement (Hospital Version)
- Please allow 3-5 business days to receive administrative user access

E-mail: support@vaemstcc.zendesk.com

Fax: (804) 371-3108

Mail: Office of Emergency Medical Services
Attention: VPHIB Hospital Access
1041 Technology Park Drive
Glen Allen, Virginia 23059