

# Immunization Registry Information System

## Enrollment Application

Practice or Clinic Name: \_\_\_\_\_

Physician / Administrator Name: \_\_\_\_\_  
Last Name First Name Title

Address: \_\_\_\_\_  
Street  
City State Zip Code

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_  
Last Name First Name Title

Is your practice or clinic a Vaccines for Children Program (VFC) provider? **Yes** **No** If yes, PIN # \_\_\_\_\_

**In order to participate in the Immunization Registry Information System (IRIS), I, on behalf of myself and any and all practitioners and staff associated with this medical practice, group practice, health maintenance organization, health department, community/migrant/rural health clinic, or other entity (of which you are the authorized officer or equivalent) agree to the following:**

### IRIS and Iowa Department of Public Health (IDPH) Responsibilities

**Hardware:** The IDPH is responsible for the maintenance of database and file server(s) that support the IRIS project. IDPH personnel are responsible for ensuring that this equipment is available to participants during routine use hours. Routine system maintenance will be scheduled for Mondays at 6 p.m. to Tuesdays at 6 a.m.; the system may not be available during these periods. Most routine maintenance will require less than the listed 12 hour period; however, participants should not assume that access will be possible during these times.

**Database:** The IDPH is responsible for the routine maintenance and backups of the IRIS database. All appropriate measures will be taken to assure the integrity and security of the IRIS database.

**Software:** The IDPH is responsible for providing access to the Immunization Registry Information System (IRIS) application for enrolled participants to participate in the statewide immunization registry. The application remains the property of the IDPH, and may not be copied or transferred to anyone other than the enrolled participant. The IDPH will not assess any fee to the participant for the use of the IRIS application, or the IRIS database. Technical support for the IRIS application will be provided by the IDPH.

**Security:** The IDPH is responsible for the physical security of the IRIS database and related server(s). All appropriate measures will be taken to protect against unauthorized access and to provide the appropriate physical environment for the file server(s) and other associated equipment.

**Confidentiality:** The IDPH is responsible for the enrollment of appropriate participants in IRIS. Enrollment is limited to eligible health-care providers, including: medical practices, group medical practices, health maintenance organizations, hospitals, health departments, community/migrant/rural health clinics or other federal, state, county, or city agencies which are required to assess the immunization status of their patients/clients. The IDPH is responsible for monitoring the use of IRIS by enrolled participants to protect against inappropriate use of the system. The IDPH retains the right to require periodic re-enrollment of all participants.

The IDPH will not release or publish aggregate data or other information identifiable to a specific participant without the participant's prior written consent except as otherwise required by law.

**Support** The IDPH is responsible for the technical support of the IRIS application. IDPH personnel will be assigned during normal business hours to provide assistance with troubleshooting the IRIS application as well as answering user questions. This "Help Desk" can be accessed by participants through a toll-free telephone number or through email/web access. The IDPH does not provide direct technical support for the participants computer hardware or network services.

The IDPH will maintain an "online" help manual, training manual and support web site for the use of participants. Participants will be permitted to download a printable version of the online help manual.

(continued)

# Immunization Registry Information System

## Enrollment Application (continued)

### Participant Responsibilities

- Hardware:** The participant is responsible for the purchase and maintenance of all computer hardware related to the use of the IRIS application. This hardware must meet the minimum specifications as published by the IDPH and the IRIS project. See IRIS System Requirements for details.
- Communication** The participant is responsible for providing an Internet connection to every computer that will use the IRIS application. An active Internet connection is required by the IRIS application to transfer information between the participant's computer and the IRIS database and server(s). Each entity must be able to support individual registration keys for each clinic.
- Application:** The participant is responsible for the appropriate use of the IRIS application for the purpose of participating in IRIS. IRIS has been created for the use of health-care providers to maintain a database of immunization histories of the participant's patients/clients for the purposes of reminding patients/clients of needed immunizations, facilitating vaccine inventory control, and providing the participant with the ability to search the IRIS database for immunization histories of new patients/clients to assess the need for immunizations. The IRIS application prevents most forms of misuse to the greatest extent possible, however, the following use of the IRIS application and the IRIS database are inappropriate and are prohibited: it's use to market services to non-patients/clients, to assist bill collection services, or to locate or identify non-patients/clients for any purpose other than those stated above. A patient/client is defined as an individual in the direct care or management of the participant. Inappropriate use of the IRIS application and the IRIS database may result in the permanent exclusion of the participant from use of the system, or other civil or criminal penalties.
- Security:** It is the responsibility of the participant to control the physical access to the IRIS application which provides access to the IRIS database. Reasonable measures must be taken to limit such access to persons who have the authority to view patient/client histories. The participant must assure that all users within their office/agency have a unique User Id and password that is used to access the IRIS database. The participant must also require that their users keep all passwords confidential and that no password is shared with unauthorized individuals. Please refer to the attached Password Policy document for details. **We strongly encourage participants to share the Password Policy document with all of their users.**
- Participants are responsible for promptly removing the User Id and password for individuals that are no longer authorized to access the IRIS application or IRIS database.
- Any violation of this policy may result in the permanent exclusion of the participant from the use of the system, or other civil or criminal penalties.
- Data entry:** The participant is responsible for the timely entry of patient/client immunization records into the IRIS database. In addition, patient/client demographics and other information should be routinely updated as necessary.
- Confidentiality:** Any release of information obtained through the use of the IRIS database and the IRIS application is the responsibility of the participant, and should be conducted in the same manner as any release of patient/client immunization information.
- Fees:** The participant will not impose a charge or fee to the patient/client for the use of IRIS.

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The Participant or the Iowa Department of Public Health may terminate this agreement at any time for any reason by sending a written notice of termination to the other party.

\_\_\_\_\_  
Physician / Administrator Signature

\_\_\_\_\_  
Date

This record is to be submitted to and kept on file at the Iowa Department of Public Health.

#### For IDPH Use Only

Date Enrolled in IRIS: \_\_\_\_\_

Clinic Identification Number

10/27/2003

Iowa Department of Public Health