**Section 661.150 Individual User Agreement**

a) Each employee of an authorized user site who needs access to a Registry shall sign an individual authorized user agreement, which also includes a confidentiality statement. Patient-specific or provider-specific information is available only to authorized users.

b) Site managers shall notify the Department within 48 hours after any change in status of any Registry authorized users upon termination of employment or redefining of roles.

c) The Department will revoke the Registry access of an authorized user who misuses information contained in the Registry.

d) Authorized users are responsible for safeguarding their passwords and authorized user IDs and for protecting the security of the computer when a Registry session is open.

e) Any authorized user with a profile that is dormant for greater than 120 days shall be deactivated.