**Section 689.50 Enrollment of Provider Sites**

a) As a condition of enrollment in the Registry, the provider site shall enter into and agree to comply with a Provider Site Agreement with the Department and shall agree to:

1) Use the Registry only for the immunization needs of patients, and assure that only the provider or his/her staff will have access to the Registry;

2) Assure adequate immunization;

3) Avoid unnecessary immunizations;

4) Confirm compliance with mandatory immunization requirements;

5) Conduct ongoing or special immunization coverage assessments; and

6) Accomplish other public health purposes as determined by the Department.

b) Each provider site staff member needing access to the Registry shall sign an Individual User Agreement and Confidentiality Statement that shall be kept in the employee's personnel file (see Section 689.60).

c) The provider site shall promptly furnish demographic and immunization information to the Registry about patients receiving immunizations, striving for submission within one week after immunization administration.

d) In addition to the requirements of subsections (a) through (c), the Provider Site Agreement will include the following provisions:

1) The provider site will abide by the requirements of the Confidentiality Statement (see Section 689.70) and is responsible for assuring that employees comply with confidentiality requirements.

2) The provider site shall supply the name, address and type of health care provider; any additional sites under the same organization; the method of data submission; whether the site is a Vaccine for Children (VFC) provider; contact information; and the signature of the provider or authorized representative.

3) If the Agreement is violated by unauthorized use of the Registry, the Department will terminate access to the Registry.

4) Unauthorized disclosure of confidential information may result in criminal penalties. *A person who knowingly, intentionally, or recklessly discloses confidential information contained in the* Registry *in violation of* the Act and this Part commits a Class A Misdemeanor. (Section 25 of the Act)

e) The Provider Agreement shall be signed by a representative of the health care provider before any training on the use of the Registry and before gaining access to Registry data.

f) Users shall be assigned defined roles: Key Master, Add/Edit/Delete, Add/Edit, Reports Only, View Only and Offline/Historical.

1) A Key Master can create employee profiles, new clinics, and perform all of the functions listed in this subsection (f).

2) Add/Edit/Delete can add, edit and delete information in the Registry.

3) Add/Edit can only add and edit, but not delete, information in the Registry.

4) Reports Only can only run reports in the Registry.

5) View Only can only view information in the Registry.

6) Offline/Historical is not a Registry user.