VITLAccess Local Security Officer Role

Each organization that uses VITLAccess is required to establish a VITLAccess Local Security Officer, who works with VITL to maintain compliance with VITLAccess Policies and Procedures at their organization and to help ensure appropriate access to the patient health data in VITLAccess. The VITLAccess Local Security Officer shall play a role in promoting VITLAccess training at their organization and implementing strategies for patient education about data sharing options. VITLAccess Local Security Officer's role includes the following duties:

- The VITLAccess Local Security Officer manages VITLAccess users for their organization by:
    - Using the VITLAccess User Enrollment and Deactivation Form available on the VITLAccess Local Security Officers page of vitl.net to request additions, deactivations, and role changes. This form may be sent to vhiesupport@vitl.net or submitted via a MyVITL ticket.

- The VITLAccess Local Security Officer ensures all VITLAccess users at their organization are trained in appropriate and effective use of VITLAccess.
    - VITL can train users directly or support a train-the-trainers approach, reach out to vhiesupport@vitl.net to request training.

- The VITLAccess Local Security Officer helps ensure appropriate access by responding to VITL-initiated audits and may also request audits.
    - VITL conducts routine audits of user accounts, the VITLAccess Local Security responds to confirm the list of users and their access levels is up-to-date, or requests adjustments.
    - VITL reaches out to review every break glass event, to verify that this access happened under emergency circumstances and when the patient was unable to provide consent, that the correct steps were taken to notify the patient, and that necessary documentation is in place.
    - The VITLAccess Local Security Officer may, at any time, request an audit of their organization's users' access of the patient data in VITLAccess

- The VITLAccess Local Security Officer coordinates with registration, patient education, and/or communications personnel at their organization to ensure patients have access to information about their data sharing options. A toolkit of patient education materials can be found on the VHIE Consent page of vitl.net.

- The VITLAccess Local Security Officer receives VITLAccess service alerts from VITL and communicates these alerts as needed to users at their organization.