

VITLAccess End User License Agreement

TERMS & CONDITIONS

VITLAccess user accounts are authorized by organizations that have established a VHIE Services Agreement with VITL to access protected health information (PHI) on the Vermont Health Information Exchange (VHIE). User must comply with the terms, policies, and standards of the VHIE Services Agreement that their organization has signed. A standard VITL Services Agreement is available for viewing on the [policies page of vitl.net](https://vitl.net/policies).

User also agrees that the PHI they obtain, receive, or access from VITLAccess shall be kept confidential and secure in compliance with the HIPAA Privacy and Security Regulations and all other applicable federal, state and local laws, statutes and regulations as well as the [Policies and Standards of the Vermont Health Information Exchange](#). All access of VITLAccess by User may be subject to compliance audit by VITL at any time.

All users of VITLAccess are also accepting the following conditions:

1. My user identification is equivalent to my legal signature. I will not disclose my password to anyone or allow anyone to access the system using my username and password.
2. I am responsible for all information that I access using my username and password.
3. I will not attempt to use another user's username and password to access VITLAccess.
4. If I believe my login (password) has been compromised I will immediately notify my VITLAccess Local Security Officer and VITL so that my password can be changed.
5. I will not leave my workstation unattended without first "locking" access or logging out.
6. I understand that my use of the VITLAccess will be routinely monitored and all actions may be audited to ensure compliance with the VHIE Services Agreement and its policies and standards.
7. I will not view or request any information on anyone with whom I do not have a direct clinical relationship or need to know to perform my official job responsibilities. This restriction includes information that you may have a legal right to access such as information on one's self, a parent, sibling, child, spouse, or others.
8. I will not disclose confidential information or PHI unless required to do so in the official capacity of my employment or contract.
9. I agree that this information must remain confidential even after the termination of my employment, business relationship or contract.
10. I understand that inappropriate access of VITLAccess or disclosure of its contents may be a criminal offense and could be subject to prosecution by the State of Vermont or the federal government. Penalties for not complying with this agreement can include termination of access to VITLAccess, termination of employment, fines, and imprisonment.