

Louisiana Early Hearing Detection and Intervention HiTrack Data Management System User Confidentiality & Security Agreement

*A user agreement is required for each individual accessing health records through HiTrack.
The user agreement is subject to annual renewal.*

HiTrack is the statewide Early Hearing Detection and Intervention (EHDI) data management system for the State of Louisiana. The Louisiana Department of Health EHDI program grants and monitors access to HiTrack. **Information in HiTrack is confidential and protected under state law.**

As a HiTrack user:

1. I am aware that improperly using or disclosing confidential information harms public health efforts and may expose myself, and my facility, to legal liability.
2. I understand that I am responsible to know the policies and laws governing the information to which I have access.
3. I will use my HiTrack access only as authorized by the EHDI Program.
4. I will take reasonable steps to safeguard confidential information from improper disclosure.
5. I will not share information obtained through HiTrack with anyone that does not have a legitimate need to know.
6. I will only access HiTrack data directly related to my role or need of access.
7. I will not in any way release, sell, loan, review, alter or destroy any confidential information except as properly authorized by my supervisor.
8. I will safeguard my Login ID and Password, and will not share my login ID or password with anyone.
9. I will not leave my computer unmanned while logged in to HiTrack.
10. I will immediately report to the EHDI program any suspicious activity, including any suspicion or knowledge that my Login ID, Password, or any confidential information has been misused, or disclosed, contrary to the terms of this Agreement.
11. I understand that I am subject to sanctions, including loss of privilege to use HiTrack, civil or criminal prosecution, or a combination of any of these sanctions, if I violate any terms of this Agreement.

Users who willfully misuse information contained in HiTrack will have access to HiTrack immediately revoked. Any person who willfully violates disclosure rules regarding confidentiality of information in HiTrack could be subject to imprisonment for not more than five years or by a fine of not more than five thousand dollars, or both, pursuant to R.S. 14:132 or R.S. 14:133.

Name and title of Individual requiring use of HiTrack

E-mail of Individual requiring use of HiTrack

Name of Agency/Clinic/Hospital Affiliation

Phone Number of Individual requiring use of HiTrack

Signature of Individual requiring use of HiTrack

Date

E-mail completed Confidentiality & Security Agreement to LAEHDI@la.gov