

Birth Defect Registry User Security

To meet HIPAA Security Rule Administrative Safeguards Standards 45 CFR 164.308, the following procedures will be followed when adding new users, changing the accesses/authorizations of existing users, and deactivating or deleting user access. **It is the responsibility of healthcare facilities to notify the NE Birth Defect Registry Data Coordinator when users need to be added, have their accesses/authorizations modified, or be removed within the registry.**

- Each employee will receive a unique User ID and will set a unique password in the Nebraska NX Vital Records Electronic Registration System (VRERS). **Using generic passwords or sharing User IDs and passwords is prohibited; violation of this policy may result in termination of access to VRERS.**
- If any changes need to be made to a user's access or any questions arise regarding access to the NE Birth Defect Registry, please contact the current Birth Defect Registry Data Coordinator at the following contacts:
 - Email: DHHS.BirthDefects@nebraska.gov **OR** Derek.Ross@nebraska.gov
 - Phone: (402) 471-0354 **OR** (531) 530-7456

Adding a New User

- All new users must be registered in VRERS; the “VRERS-NX New User Request Form” is available on the Birth Defects Registration Partners page within the DHHS website (<https://dhhs.ne.gov/Pages/Vital-Records-Birth-Defects.aspx>). Upon completing the form, forward the completed document to the Birth Defect Registry Data Coordinator (contact info above); the new user will be provided with their User ID and access to set up a password shortly after.

Removing User Access

- If a user no longer needs access (i.e. moves to a new position in which access is no longer necessary, is terminated, etc.), access to VRERS must be revoked for that user as soon as possible. Upon discovery that a user's access needs to be revoked, the Birth Defect Registry Data Coordinator should be contacted and informed of the situation. The Birth Defect Registry Data Coordinator will then take the necessary steps to permanently deactivate the pertinent User ID.
 - **Other users must not use the User ID of a terminated or transferred employee**, and should instead request access for a new User ID as described in the above section.