



OKLAHOMA STATE IMMUNIZATION INFORMATION SYSTEM
POLICY AND PROCEDURES

**Confidentiality and Security Policy for the
Oklahoma State Immunization Information System (OSIIS)**

Notice: This policy, in any part or in its entirety, is subject to revisions by the Oklahoma State Department of Health (OSDH) at any time and without advanced notice provided to all interested agencies and/or providers.

I. Oklahoma State Immunization Information System

The Oklahoma State Immunization Information System (OSIIS) was established by the Oklahoma State Department of Health, Immunization Service in 1995. OSIIS is a confidential, comprehensive database of immunizations administered to Oklahomans by participating providers. Data input into OSIIS is used to:

- i. Maintain immunization histories that are input by providers;
- ii. Give Authorized Sites the ability to look up an immunization status;
- iii. Evaluate immunization status and recommend future dose dates;
- iv. Provide immunization assessments;
- v. Assess immunization coverage of a population;
- vi. Assist in streamlining vaccination reports;
- vii. Provide different levels of data access and safeguard confidentiality; and
- viii. Allow a provider to manage their vaccine inventory.

II. Authorized Sites and Site Administrators

Access to OSIIS is permitted for the purpose of providing information and documentation needed for immunization purposes and is under the terms and conditions prescribed by OSDH. Any provider who practices outside of the state of Oklahoma, but treats residents of Oklahoma, may be registered in OSIIS as an Authorized Site to enter demographic and immunization encounter data for their patients who are Oklahoma residents. OSIIS will not contain restrictions on entering data for children with out-of-state addresses.

Sites must register and sign an [OSIIS Authorized Site Agreement \(Agreement\)](#) and may assign up to two OSIIS Site Administrators. Each Site Administrator will be listed on and sign the OSIIS Authorized Site Agreement, consenting to abide by the agreement. The Authorized Site assumes full responsibility and liability for each Authorized User's usage of OSIIS, including any penalties associated with improper usage of OSIIS and/or any immunization data associated with OSIIS.

III. Authorized Users

An [OSIIS Authorized User Agreement](#) must be signed by every user and kept on file by the Site Administrator. All users agree to handle information or documents obtained through OSIIS in a confidential manner, and not falsify any document or data obtained through OSIIS. Users will not copy nor attempt to copy any part of the OSIIS database or the software used to access the OSIIS database for any unapproved purpose; nor will users attempt to falsify or otherwise alter data in the OSIIS database. Users understand that transactions in OSIIS are logged and subject to review.



Any improper use of OSIIS that violates the preceding stipulations will result in a revocation of the Authorized User's access privileges and may include official penalties and/or sanctions. It is the responsibility of the Site Administrator(s) to ensure that each OSIIS user for their site understands and agrees to these stipulations by signing the OSIIS Authorized User Agreement.

IV. Access To and Disclosure of Information

Access to OSIIS is granted only for the purposes of recording and/or verifying immunization requirements and is restricted to Authorized Sites and Users that have a need for such access. Authorized Sites are limited in OSIIS based on the type of site they are categorized as. Authorized Sites that administer vaccines have edit and entry access, while sites that do not administer vaccines are view only sites.

Authorized Users are limited by their specified role at the Authorized Site and must enter unique identifying demographic information into OSIIS to locate a record. If an Authorized Site determines that data entered by another Site is incorrect, they should send an email to the OSIIS Help Desk to request a correction to the record.

All requests for research use of the data should be directed to the OSIIS Help Desk.

Disclosure of OSIIS data by any Authorized Site or Authorized User without express consent from the parent/guardian/individual to others, including law enforcement, is prohibited. All subpoenas and other legal demands for OSIIS data received by any Authorized Site or Authorized User should be referred to the OSIIS Help Desk. Responses to these matters will be handled in accordance with OSDH policy.

V. Penalties for Unauthorized Disclosures

All Authorized Users are required to fully comply with HIPAA Privacy and Security Guidelines for Protected Health Information (PHI) and Electronic Protected Health Information (ePHI).

Authorized Users are required to report any unauthorized access, use, or disclosures of PHI to the OSIIS Help desk within 24 hours of the event. When a report of misuse of OSIIS data is received, OSIIS technical staff shall immediately extract the audit logs and forward the information to the OSIIS Administrator and OSDH Privacy Officer. The log shall include, but not be limited to: authorized user's name, time stamp, search/accessed OSIIS records, and any other relevant information provided by the reporter. Security breaches shall be reported to OMES-IS per agency policy.

Any confirmed privacy/security breach or violation of any portion of the stipulations delineated in the OSIIS Authorized User Agreement signed by the user will result in a revocation of the user's access privileges to OSIIS. Any OSDH employee who violates this regulation shall be subject to immediate dismissal per OSDH policy.

VI. Contact Information

The OSIIS Help Desk can be contacted by phone at (405) 271-7200 or via email at OSIIShelp@health.ok.gov. The OSIIS webpage is available at OSIIShelp.health.ok.gov.