



Harmony Data System Privacy and Security Agreement for Individual Provider User

As a user of the Harmony Data System (Harmony) and the Department of Health (DOH) IT resources, I understand that I am responsible for adhering to the additional rules listed below:

1. I understand that all consumer information is confidential. I must protect all consumer information and related confidential information made available to me, in all its forms. I must also ensure the protection of information by preventing unauthorized access of confidential information;
2. I understand that my workstation must be in a secure location when in use, and I must sign off from my access to Harmony when I am gone or not in proximity of my workstation;
3. I must only access information about the consumers and programs, respectively, who and which I am responsible for;
4. I will comply with all federal and state laws, regulations, policies and rules, including, but not limited to: (i) the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Pub. L. No. 104-191, 110 Stat 1936 (1996), (codified principally at 42 U.S.C. § 1320d-1320d-6); (ii) the HIPAA privacy and security regulations and (iii) the HIPAA Title II Administrative Simplification and Compliance Act provisions governing electronic transactions and code sets, security, unique identifiers and privacy, Pub No. 107-105, 115 Stat. 1003 (2001), (codified principally at 45C.F.R. § 160, §162, and § 164);
5. I understand that my Harmony user identification and passwords are non-transferable, confidential and must not be kept unsecured;
6. I understand that I am the only one allowed to use my assigned passwords and Harmony user (e-mail associated to the myAlaska account). If I suspect anyone else has knowledge of my passwords I will report it immediately, no later than 24 hours, to my Harmony Access Coordinator and the Division of Senior and Disabilities Services (SDS) Harmony administrator at DSDSHarmonyHelp@alaska.gov;
7. I must notify immediately, no later than 24 hours, my Harmony Access Coordinator when changes occur with my legal name, affiliation with my current organization, or title. My Harmony Access Coordinator must notify an SDS administrator of these changes at DSDSHarmonyHelp@alaska.gov;
8. I understand that the non-compliance with any of the rules listed herein may result in the termination of my Harmony access at the sole discretion of SDS.

*As an **Individual User of Harmony**, I hereby agree, by signing this form, to immediately, no later than 24 hours, notify my Harmony Access Coordinator and SDS Harmony administrator at DSDSHarmonyHelp@alaska.gov of any suspected or actual breach of security, intrusion or unauthorized access, use or disclosure of consumer or related confidential information.*

After completing and having this agreement signed by your Harmony Access Coordinator, please scan it entirely and send it to DSDSHarmonyHelp@alaska.gov.

Note: A new Harmony Privacy and Security Agreement for Individual Provider User form will be required if your access is automatically terminated due to 90 days of inactivity.

Provider Agency Information

Name of Provider Agency:

Medicaid Billing Number(s) (if applicable; e.g. Anchorage – 1234567):

Individual Care Coordinator Medicaid Billing Number(s) (if applicable):

Address:

Please select the type of the Provider Agency (check all that apply):

ADRC/PCI

Care Coordination Agency:

Please select the Role(s) needed:

Care Coordinator Role

CC Data Entry Assistant Role

Hospital

Long Term Care Facility

Other

Please select the Role(s) needed:

Fair Hearings (External) Role

3rd Party Review Role

Personal Care Services Agency

Harmony Individual User Information

Printed Name (First, MI, Last):

Phone:

E-mail:

E-mail associated with myAlaska:

Title and job function within Provider Agency (reason for Harmony access):

Signature:

Date:

Harmony Access Coordinator Information

Printed Name:

E-mail:

Signature:

Date: