

## CAIR Organization/Site Terms & Conditions

The California Immunization Registry (CAIR) is a secure, computerized online information system developed to assist medical providers and other approved agencies to track and review immunization information and TB test results for individuals, assess immunization needs and remind/recall patients, avoid unnecessary or redundant immunizations, and control disease outbreaks. Information in CAIR is only available to authorized users. Based on the access level approved, this Agreement will allow an Organization to access, view, add, or modify immunization information/TB test results in CAIR either via the web interface or through electronic data exchange under the conditions listed below.

As conditions for participating in CAIR, the Organization/Site agrees to:

1. Comply with California Health and Safety Code Section 115440 regarding immunization registry use, as well as State and Federal laws and HIPAA regulations regarding maintaining the confidentiality of patient information.
2. Ensure your Organization/Site staff receive appropriate CAIR training prior to accessing information in CAIR.
3. Access information in CAIR only as needed to perform immunization/TB-related activities for individuals presenting to your Provider/Organization for services.
4. Safeguard and ensure no sharing of assigned passwords.
5. Ensure no misuse or wrongful disclosure of information in CAIR by your Organization/Site n staff.
6. Disclose to patients or their parents/guardians that state law allows patient immunization information and TB test results to be shared with CAIR and that patients have the option to share their immunization records/TB test results with all CAIR providers or only their primary provider. Written disclosure is highly recommended.
7. Report any activity that may compromise the protection and privacy of the information in CAIR.

By signing this Agreement, the Organization/Site Representative agrees that the Organization/Site staff will abide by the CAIR rules set forth in this Agreement. If the Organization/Site closes or is bought by another Organization, the Organization/Site must inform CAIR staff within 14 days so that the existing Organization/Site and user accounts can be terminated or reassigned. CAIR reserves the right to terminate this agreement if the Organization/Site or its staff violate this agreement or use the system in an unauthorized manner. This agreement will remain in effect until terminated by either party.

## CAIR Individual User Terms & Conditions

California Health and Safety Code Section 120440 limits access to the California Immunization Registry (CAIR) to authorized users who require the information for the purpose of providing immunization services or monitoring immunization status. As a condition of authorized access to the California Immunization Registry, I as a User agree:

1. To only access the registry system in the course of my assigned duties for the purpose stated above.
2. To keep my user password confidential.
3. To only use my own password to access to the registry.
4. To maintain the privacy and confidentiality of information in the registry.
5. To not communicate, publish and/or otherwise provide or make public any information regarding persons enrolled in the registry and their immunization status, except:
  - a. To patients who request their own immunization records,
  - b. To individuals authorized by law to access immunization registry information, or
  - c. When records are presented in aggregate reports and have no associated identifying information.

To assure appropriate usage of CAIR, each User's access into any registry client record will be logged. Any unauthorized release of confidential information by a User may revoke an Organization's access to the California Immunization Registry (CAIR). User accounts will be inactivated by CAIR staff if a User fails to login to CAIR for a period of 6 months ('Power' or 'Regular' User) and 1 year ('Read-Only' User).