



ALERT IIS
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Web: www.alertiis.org
Email: alertiis@odhsoha.oregon.gov

Authorized User Agreement – Individual School/Child Care Facility User

ALERT Immunization Information System (IIS) is a statewide registry that records vaccinations administered in Oregon. State law¹ and Oregon Administrative Rules² cover collection and release of information in ALERT IIS. By law, information is confidential and can only be shared with authorized users, including an individual’s health care provider, school, childcare facility, insurer, local health authority, the individuals themselves, their parents/guardians if the person is a minor, or the legal guardian of an adult. Though information is confidential, the law allows providers to share this immunization information with ALERT IIS without consent. Information from ALERT IIS may not be used in any way to penalize an individual or organization.

As a condition of receiving immunization information from ALERT IIS as an authorized user (defined in ORS 433.090), users must agree to the following:

1. Only access immunization information in ALERT IIS for individuals under their care.
2. Read and abide by the ALERT IIS Confidentiality Policy.
3. Abide by all security policies and procedures, including safeguarding user name(s) and password(s) against unauthorized use.
4. Permit the ALERT IIS Director to monitor and audit users’ use of the system.
5. Access records only under the user’s own user name and password.

Failure to abide by this agreement may result in immediate termination, suspension or revocation of access to ALERT IIS. Misuse of ALERT IIS data will be reported to the appropriate licensing body.

First Name: _____ Middle Initial: _____ Last Name: _____

Name of Site/Organization: _____

Physical Address of Site: _____ City, State, Zip: _____

Email of User (required to receive login information): _____ Phone: _____

This form must be signed by the user requesting access:

Signature of User: _____ Date: _____

To receive access to ALERT IIS, you must also watch the [School/Children’s Facility Users](#) training video which is available under the “Training” tab on the ALERT IIS website, www.alertiis.org. The Certificate of Completion at the end of the video must be submitted along with this User Agreement to the ALERT IIS Help Desk. If this site is new to ALERT IIS or if the site’s contact information has recently changed, an [Authorized Site Agreement](#) must also be submitted.

Submit completed forms to the ALERT IIS Help Desk:

Mail: ALERT IIS Help Desk, 800 NE Oregon Street, Suite 370, Portland, OR 97232

Fax: (971) 673-0276

Email: alertiis@odhsoha.oregon.gov

For Tracking Purposes Only:

Username Assigned: _____	Date Activated: _____	Site’s ID Number: _____
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¹ORS 433.090 to ORS 433.102

²OAR 333-049-0100 to OAR 333-049-0130