Healthix

INSTRUCTIONS FOR USE OF THE VENDOR/CONTRACTOR ACCESS FORM

1. The form **MUST** be completed by the **HIRING MANAGER** if any vendor's or contractor's assignment, whether it be part-time or full-time, is for **TWO WEEKS** or more. This applies to all vendors and contractors, irrespective of whether or not they work in Healthix' office or work remotely.

2. If the assignment is for two weeks or more, the form **MUST** be completed **EVEN IF** the vendor or contractor does not have access to sensitive data, such as PHI, PII or FTI (Personal Health information, Personally Identifiable Information, or Federal Tax Information).

3. If the assignment is for **LESS THAN TWO WEEKS** the form **MUST** be completed **ONLY IF** the vendor or contractor **HAS ACCESS** to sensitive data, such as PHI, PII or FTI.

4. The **HIRING MANAGER MUST COMPLETE** the sections entitled **"Vendor/Contractor Information" and "Vendor Contractor Access"** in their entirety. The form will be returned to the hiring manager if these sections are not completed. If a **Termination Date** has not yet been determined, please indicate so. As soon as this this becomes known in the future, the **HIRING MANAGER** must notify Noelle Santos via e-mail, and also confirm the last date of engagement once it has occurred.

5. There is no need to complete anything in the section entitled "Vendor/Contractor Training Requirements". This is for the hiring manager's reference as to what type of training may be required by the Security Team.

6. The **Hiring Manager** is responsible for ensuring that the appropriate training is ultimately provided to the vendor/contractor by the Security Team.

7. Once the form is completed and signed, it must be provided to Noelle Santos.

8. Noelle will periodically update a control sheet for the Security Team, maintained on the "L" drive, to reflect all hirings and separations not only of all Healthix employees, but also of all vendors and contractors affected by the Vendor/Contractor Access Form.

9. If you have any questions concerning use of the form, please contact Matt Webster and John Guastella.