Vendor / Contractor Access Form

This form is to be filled out by the hiring manager of a vendor or contractor. This form *only* needs to be filled out if the vendor or contractor has access to sensitive data (PHI, FTI, PII), the Healthix Data Center, or the Healthix Enterprise network (except for the guest network). It will also need to be filled out if the vendor's or contactor's assignment (part time or full time) is for two or more weeks.

Vendor / Contractor Information	
Vendor / Contractor Company Name	
Manager / Supervisor	
Contractor Name (First / Last)	
Title or Role of the Individual	
Start Date	
Termination Date (if any)	

Vendor / Contractor Access		
Access Requirements	**Yes or No**	**Comments**
Healthix or Participant PHI		
Healthix Data Center, but no PHI or PII		
PHS Enterprise Network utilizing more than the guest wireless network.		
Acting as an employee (part time or full time) for two or more weeks.		
A single device in the data center, but no access to PHI or PII		

Vendor / Contractor Training Requirements				
Vendor or Contractor Access	**AUP**	**HHT**	**SAT**	**P&P**
Healthix or Participant PHI	Yes	Yes	Yes	No
Healthix Data Center, but no PHI or PII	Yes	No	No	No
PHS Enterprise Network utilizing more than the guest wireless network.	Yes	No	No	No
Acting as an employee (part time or full time) for two or more weeks.	Yes	Yes	Yes	Yes
A single device in the data center, but no access to PHI or PII	No	No	No	No

Directions

Based on the training requirements above, the hiring manager must do the following;

- **Acceptable Use Policy (AUP)** – The hiring manager is responsible and accountable for seeing the vendor / contractor sign Acceptable Use Policy Agreement. A copy must be turned in to HR.
- **HIPAA and HITECH Training (HHT)** – The hiring manager is responsible for informing the Senior Director of Compliance that HHT is required.
- **Security Awareness Training (SAT)** – The hiring manager is responsible for informing the CISO that SAT is required.
- **Policy and Procedure (P&P) Training**– The hiring manager is responsible for informing the CISO that P&P Training is required.

Requestor's Name: _____

Requestor's Signature: _____ Date: _____