

Scripps Care Link Site Administrator Agreement

As an authorized Scripps Health Plan Services (SHPS) Affiliate with the rights and permissions to access SHPS' electronic protected health information (EPHI), we hereby acknowledge our responsibility to ensure compliance with the terms of the SHPS Affiliated Provider Agreement, Scripps Care Link Handbook and Confidentiality Agreement.

This Site Administrator Agreement represents our agreement to establish a designated individual to assume this role at: _____.

The name and contact information of our organization's Scripps Care Link Site Administrator is documented below.

As a Scripps Care Link Affiliate, the Site Administrator will be responsible for the following:

1. Requesting new user IDs, notifying SHPS of user IDs requiring termination, assisting Site users with password resets, and serving as the primary liaison to ensure comprehensive understanding of the Scripps Care Link application and its use.
2. Verification of the accuracy of the site's Scripps Care Link User list, including; responding to requests via Scripps Care Link to validate current users and update any user information that may have changed (e.g. name changes or job responsibility modifications).
3. Validation, on an annual or semi-annual basis, of the accuracy of the affiliated provider or provider group's demographic information, including, address, phone and fax.
4. Compliance with and adherence to SHPS' state and federal privacy and security standards.
5. Prevention and identification of any unlawful or inappropriate use of Scripps Care Link.
6. Immediate notification to the SHPS' Privacy Officer of any breaches of protected health information.

Scripps Health Plan Services

Scripps Care Link Access

10790 Rancho Bernardo Road, 4S-300

San Diego, CA 92027

(858) 927-5452

Scripps Care Link Affiliate

By: _____

Address: _____

City, State, Zip: _____

Phone: _____

Site Administrator Name: _____

Email Address: _____

SHPS

Date

Scripps Care Link Affiliate

Date