



## PARTICIPATING ORGANIZATION SUBSCRIBER REGISTRATION ACKNOWLEDGMENT

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**This agreement will be electronically accepted during registration and account activation**

By registering for and using a OneHealthPort Subscriber ID (User ID) you agree to the following:

### **1. Your Information Must Be Correct**

You confirm that the information you provided during registration is true and accurate. If anything changes—such as your name, role, or contact information—you will tell OneHealthPort or your organization's Administrator right away.

### **2. Your Subscriber ID Is for Your Use Only**

Your Subscriber ID is given to you so you can do your work for your organization. You should use it only for approved work-related purposes.

### **3. Do Not Share Your Account**

**You must not:**

- Share your Subscriber ID or password with anyone
- Let anyone else log in using your account
- Store or keep your password in a place where others might see it

You are responsible for anything that is done using your Subscriber ID, so it is very important to keep it private.

### **4. Keep Your Account Secure**

You agree to:

- Keep your Subscriber ID and password safe
- Make sure no one else can access your account
- Contact OneHealthPort or your Administrator immediately if:
  - You think someone else may have used your account
  - You notice something unusual or suspicious
  - You think protected health information (PHI) may have been used or shared in the wrong way
  - You believe your OneHealthPort account may have been accessed improperly

- If you think your account may have been compromised, notify OneHealthPort immediately and stop using it until you receive further instructions.

## **5. Follow All Rules and Privacy Laws**

You understand that:

- Your right to use your OneHealthPort account comes from your organization's agreement with OneHealthPort.
- You must follow all privacy and security rules required by your organization and by law, including the Health Insurance Portability and Accountability Act (HIPAA).
- These rules help protect sensitive information, including patient health information.

## **6. When Your Access Ends**

If you leave your organization or no longer need access for your job, your Subscriber ID will be turned off by your Administrator. You agree to follow any steps needed to close your account.