



Site Administrator Responsibilities Agreement for HealthSmart MSO, INC. and Contracted Clients REMOTE USER

HealthSmart MSO, Inc. and Contracted Clients requires that persons designated as a Site Administrator, will agree to the responsibilities associated with managing their office staff/employees' access to HealthSmart MSO, Inc. and Contracted Clients REMOTE USER

1. Assist HealthSmart MSO, Inc. and Contracted Clients' Health Information Management Services with initial office set up, including:
 - a. Providing your personal information directly to the REMOTE USER Support Team member
 - b. Providing information when a new group needs to be created in Ehealthcare
 - c. Facilitating the completion of Data Access REMOTE USER Agreement when needed
2. Communicate to the HealthSmart MSO, Inc. and Contracted Clients' Member Services any changes to office configuration, including:
 - Changes in office contact information (address, email, phone) within 30 days
 - Changes in providers in group to within 30 days
 - Changes in Site Administrator within 10 days
3. Use HEALTHSMART MSO, INC. AND CONTRACTED CLIENTS REMOTE USER to manage REMOTE USER access for office staff/employees, including:
 - Submitting request for new office staff, to include completion of the Data Access Acceptable Use Agreement for HealthSmart MSO, Inc. and Contracted client(s) Workforce Members form
 - Submitting employee termination on the same business day
 - Responding to the quarterly Attestation and all other attestations verifying that users are still employed by your office/company
 - Selecting proper REMOTE USER template based on employee's job duties
4. Ensure that your office staff/employees, having access to REMOTE USER, abide by statements in the signed REMOTE USER, including:
 - They will not share his/her login and password with anyone else
 - That each office staff/employee is trained and complies with the legal obligations relating to the information to which the User has Access, including but not limited to Protected Health Information
5. Ensure that your office staff/employees understand the process for:
 - Claiming their new REMOTE USER access codes
 - Re-setting their passwords, when needed
 - Entering their PID responses
 - Self-training thru User Guides on REMOTE USER Home Page
6. Notify HealthSmart MSO, Inc. and Contracted Clients within 24 hours of having knowledge that an office staff/employee used REMOTE USER to acquire, access, view, use, or disclose any PHI for any purpose other than treatment, payment, or health care operations (as that term is defined in HIPAA), or for any unauthorized purpose reporting as a potential breach is done by calling HealthSmart MSO, Inc. and Contracted Clients' toll-free **Compliance Hotline** (844)622-1925 or <http://healthsmartmso.ethicspoint.com>.

I acknowledge that I have read and understand the Site Administrator Responsibilities Agreement for HealthSmart MSO, Inc. and Contracted Clients REMOTE USER.

Print Name: _____ Signature: _____
Organization Location Name: _____
Job Role: _____
Organization Address: _____
Date: _____

*****Please return this form to HealthSmart MSO, Inc.
Provider Services at Fax: (714) 947-8708
or Email: providerservice@healthsmartmso.com**