



**Kansas Department of Health and Environment
Electronic Death Registration System
User Agreement**

1. Background

Pursuant to K.S.A. 65-2412(e) on and after January 1, 2017, any death certificate, stillbirth certificate or medical certification required to be filed, shall be filed through the Kansas Electronic Death Registration System (KS EDRS) via a web-based application called the Kansas Vital Record Vision web (KS VRVweb). Users, and the business/agency they represent, are responsible for ensuring the security of any information obtained from the KS EDRS. Users must follow security policies outlined in this document and other policies adopted by the business/agency for protecting confidential information.

Prior to accessing any confidential vital event information, all users shall have on file with the KDHE a signed copy of the "KS EDRS User Agreement" which states the obligation to protect confidential information, and acknowledges that careless or willful breach of confidentiality shall result in KDHE filing a report with the appropriate licensing agency and/or law enforcement agency for criminal prosecution.

2. Agreement

I have been granted access to the KS VRVweb as a registered user due to my current status as an external partner with KDHE. I understand that as a user, I will have access to sensitive and confidential information and that this information is to be maintained and/or utilized only in the performance of my official duties. Based on this understanding, **I agree to the following provisions:**

- 2.1. I understand that the username, password and PIN provided to me is for my use only and is strictly prohibited from being shared with other individuals. Sharing of my username, password or PIN will result in a report filed with the appropriate licensing agency and/or subject me to a criminal proceeding (*See* K.S.A. 65-2434).
- 2.2. I will immediately notify the KDHE staff of any changes in my job position or responsibilities to allow for the evaluation of the appropriateness of my continued status as a

registered user. I understand that a change in my position or duties may make me ineligible for further access to the KS VRVweb.

- 2.3. I will treat the vital record information as sensitive and confidential. I will share this information only with those coworkers who need this information in order to perform their duties. I will not share this information with anyone outside my location, unless approved by KDHE Office of Vital Statistics staff.
- 2.4. I will use the vital record information solely for the purpose of performing my duties and not for personal or commercial use or gain.
- 2.5. I agree to destroy all downloaded and printed information (electronic and hard copy) as soon as it is no longer needed. I will not photocopy unauthorized confidential records. I will comply with the requirements of K.S.A. 65-2422d(g).
- 2.6. I will submit information to the KS VRVweb that is accurate to the best of my knowledge at the time of submission and I will update this information when I become aware of changes.
- 2.7. I understand that comments recorded in the KS VRVweb may be edited or removed by staff if found to be inappropriate or offensive.
- 2.8. I will abide by the security measures set up to protect the KS VRVweb from unauthorized use.
- 2.9. I will not use the name of KDHE, other institutions or organizations in a way that misrepresents the source of information, or implies endorsement of products or services without the expressed permission from the person or organization being named.
- 2.10. I understand that the terms of this agreement are in accordance with and subject to all relevant State and Federal laws.
- 2.11. Should my staff or I not have access to the KS EDRS, or a breach of confidentiality related to information on the KS VRVweb occurs, my staff or I will immediately contact KDHE at (785) 296-2675, (785) 296-0791, (785) 296-1431 or via email ovsfieldreps@kdheks.gov.
- 2.12. I understand that computers used to access the KS VRV web should not be located in areas easily accessible by the public or agency staff without authority to view confidential information. Computers logged into the KS VRVweb will not be left unattended. I will log off of the system if I will be away from the computer.
- 2.13. I understand that confidential information should not be transmitted using unsecured electronic communications such as e-mail unless sending encrypted emails.

I have read and understand that protecting confidential information is a public trust, and that unauthorized disclosure of confidential information not only threatens the ability of KDHE to serve the public, but is a violation of Kansas and Federal laws.

I understand and agree to comply with all of the above terms and to the use of KS EDRS and hardware necessary to complete and/or sign the death record electronically.

(Please Type or Print and make a copy of this agreement for yourself to keep in your files.)

First Name: _____ Middle Initial: _____

Last Name: _____ Medical License # _____

Business E-mail: _____ Business Phone : (____) _____

(Used for profile; i.e. setting up account, resetting login information, and unlocking account)

Business Address: _____

Notification Emails: _____

These are the Email addresses that will be used by the system to send a notification that a death record needs to be completed and/or permission to cremate is being requested.

Some cell phones are able to receive a text from the system that a record needs to be completed. Beware that you may get multiple texts regarding one record until we are able to upgrade the email/text notification process. If you wish to receive a text, please provide:

Cell phone number (area code + number): _____

Cell phone service provider (e.g. Verizon, Sprint, ATT): _____

Check the appropriate box or boxes.

Physician

Sign Death

Sign Stillbirths

Coroner

Dist. No. _____

Deputy Coroner

Dist. No. _____

Signature _____

FAX: (785) 559-4217 or email at ovsfieldreps@kdheks.gov

Office of Vital Statistics Use Only:

Username: _____ Temp. PIN: _____ Acct. Created: _____

Added to email list. Added to monthly count. Newsletter

