

Responsibilities of an Authorized Sponsor

– Public Health Information Management System ('PHIMS')

- Authorizes users at the site to access PHIMS and submits approved account request forms to the Shared Health Service Desk as required.
 - Account request forms are located at the following URL:
 - <https://home.sharedhealthmb.ca/digital-health/services-catalogue/network/account-management/>
 - Forms will also be accepted from an Authorized Account Requestor
- Confirms whether or not each user has an existing Shared Health network identification, such as a username for the WRHA network or eChart Manitoba.
- Has each user completed the Authentication Questions and Answers form and submitted it directly to the Shared Health Service Desk [Authentication Questions Form](#)
- Ensures each user is provisioned with appropriate role(s) in PHIMS so that users only have access to the information they need to know to do their job, and nothing more. A user's role determines their permission to view **certain data or perform particular system functions**.
- Ensures that Digital Health, Shared Health is notified of any staff changes that require user accounts to be disabled or modified due to changes in their roles or jobs.
 - Use the same Account Request form as listed above.
 - Form will also be accepted from an Authorized Account Requestor.
- Ensures all users sign and abide by the PHIMS Terms of Use Agreement.
 - The Terms of Use Agreement form is located at the following URL:
 - <https://phimsmb.ca/getting-access/terms-of-use/>
 - Form header must be filled out with the name of the Organization (e.g. RHA name).
 - Form must be printed, reviewed, and signed by each user.
 - Scan the completed form (all pages); name the electronic form as follows: Site-FirstName-LastName.
 - Email to servicedesk@sharedhealthmb.ca with subject line: PHIMS Terms of Use.
 - Keep original signed Terms of Use Agreement form in Human Resource (HR) file.
- Ensures all new users receive training and have access to support material before using the system. Support material can be found on the PHIMS website.

For training material see "Resources for Users" at the following link: <https://www.phimsmb.ca/>
- Reviews and responds to user activity reports/audits to ensure appropriate use, and participates in the investigation of any potential privacy breaches at the site.
- Ensures staff have signed a pledge of confidentiality. The Pledge of confidentiality is located at the following URL: <https://www.gov.mb.ca/health/phia/docs/poc.pdf>
- Ensures staff receive orientation and ongoing training about site/regional privacy policies and procedures.
 - For WRHA employees, compliance means abiding to the following policy, which outlines that all staff must be PHIA compliant (re-new compliancy every three years): <http://home.wrha.mb.ca/corp/policy/files/10.40.020.pdf>
 - For WRHA Staff, PHIA training can be completed:
 - in-person: <http://www.wrha.mb.ca/privacy/phialtraining.php>
 - electronically via the Learning Management System, located at the following URL: <https://sharedhealthmb.learnflex.net/include/login.asp?url=/users/index.asp>
- Ensures that administrative, physical and technical safeguards are implemented at each site to protect patient privacy while staff are using PHIMS.
- In the event of a privacy breach or suspected breach that requires the immediate deactivation of an account, the Account Sponsor (or designate) must call the Shared Health Service Desk, providing the individual's user details (i.e. full name and location), and request account termination.
- Ensures users are aware to contact the Shared Health Service Desk via phone or email if any technical issues arise while using PHIMS :
 - 204-940-8500
 - 1-866-999-9698
 - servicedesk@sharedhealthmb.ca