



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

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| Title: Information Technology/Computer Security | | |
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A. Computer Security Awareness Requirements for Emergency Medical Services (EMS) Training

1. Application-Users: All Application-Users are required to read the below listed Virginia Department of Health computer security best practices policies and agree to abide by them by signing the EMS Educational Development application user Access and Confidentiality Agreement.
2. All Application Users must be aware that:
 - a. Application users are not permitted to share passwords except for web page saver passwords and then only when management documents, in writing that it is necessary to share.
 - b. Application users must locate their desktops / laptops in a direction that does not permit unauthorized individuals to view client information.
 - c. Users shall not disable any security function, device, or application.
 - d. Application users must ensure that virus protection is implemented on all laptops / desktops.
 - e. Application users must log out of the EMS Educational Development application when they have finished their file uploads and lock the screen ANY TIME their terminal or computer is going to be left idle and unattended.

B. **Access/Security: User Logon Request Forms** - All users must read the security information listed above and after reading this information, complete the following forms:

1. Access and Confidentiality of Records agreement.
2. User Logon Request Form.
 - a. Note: Each user must complete both forms and submit them to the Division of Education via USPS or fax.