



Immunization Registry Information System (IRIS)

Authorized Site Agreement - Organization

IRIS – Immunization Program
Lucas State Office Bldg., 5th Floor
321 E 12th Street
Des Moines, IA 50319-0075
Phone: (800)374-3958
Fax: (800)831-6292

Email: irisenrollment@idph.iowa.gov
<http://idph.iowa.gov/immtdb/immunization>

Please complete and return to the IRIS Program.

Please allow 3-5 business days for processing

Name of Site/Organization: _____ VFC PIN: _____

Physical Address: _____ City, State, Zip: _____

Mailing Address: _____ City, State, Zip: _____

County: _____ Phone: _____ Fax: _____

Name of Primary Contact/Admin: _____

Title: _____ Phone: _____ Email: _____

Name of Authorized Representative: _____

Title (select one): Managing Physician Clinic Manager CEO Superintendent/Principal

Phone: _____ Email: _____

Organization Type: Private Clinic Local Public Health RHC/FQHC Hospital Pharmacy

Long Term Care Center College/University Department of Corrections State Agency

Family Planning Head Start WIC K-12 School Other: _____

Planned use of IRIS

Immunization: Web Entry/User Interface Data Exchange View Only School Match: _____
Vendor Name

Vision: Web Entry/User Interface (to view and record vision screening results) View Only

School Audits (LPHA only): LPHA Org Admin LPHA Standard User

Refugee Health: Web Entry/User Interface (to record initial refugee health assessment results) View Only

In order to participate in IRIS, this Organization agrees to the following:

1. Read and abide by the [IRIS Security and Confidentiality Policy](#), including safeguarding user name(s) and password(s) against unauthorized use. Access records only under the user's own name and password.
2. Only access immunization and other health screening information in IRIS for individuals to whom the organization provides services or as necessary to perform a legally authorized function of the organization.
3. Will not impose a charge or fee to the patient for use of IRIS or for any information obtained from IRIS.
4. Enter data timely and accurately, and not knowingly enter invalid/false data, falsify any document or data obtained from IRIS.
5. Assure Individual User Agreements are completed for each user.
6. Designate an "Admin User" who will be responsible for the following activities:
 - a. Activate users and assign standard user security within this Organization.
 - b. Maintain signed Individual User Agreements and make them available to IDPH staff upon request.
 - c. Ensure that Individual User Agreements are maintained and updated as needed.
 - d. Ensure each staff member requiring access has a user name and password and uses IRIS consistent with this agreement, the [IRIS Security and Confidentiality Policy](#) and Iowa law (Iowa Code § 22.7(2) and 641 IAC Chapter 7).
 - e. Provide oversight to ensure users are terminated when no longer affiliated with this Organization.

Failure to abide by this agreement may result in immediate suspension or termination of access to IRIS and may result in other enforcement or action. By signing below, I agree to the above conditions and will abide in accordance with Iowa law.

Signature of Authorized Representative: _____ Date: _____

Signature of Admin User: _____ Date: _____

IDPH Use Only

Date Received: _____ IRIS Org# Assigned: _____ Username Assigned: _____ Initials: _____