



## FIDO Clinic Site Administrator Agreement

Each program or organization using FIDO is required to designate a site administrator. The site administrator manages the FIDO user account application process for program staff and serves as the program's primary contact for the periodic account verification and review process conducted in compliance with HIPAA/HITECH security safeguards.

**Please return completed form to [AnalyticSupport@careoregon.org](mailto:AnalyticSupport@careoregon.org)**

Specifically, the site administrator's responsibilities include:

- **User Application Process:**  
Manage application process for new FIDO user accounts. This includes reviewing, signing, and submitting the *FIDO User Account Request* form and obtaining appropriate signatures.
- **Proactive Notification of Employee Termination:**  
Notifying the FIDO team at [AnalyticSupport@careoregon.org](mailto:AnalyticSupport@careoregon.org) within a timely manner when the employment status of any FIDO user changes or ends.
- **Proactive Notification of Job Duties Change:**  
HIPAA Privacy Regulations limit use & disclosure of protected health information to minimum necessary to accomplish intended purpose or perform job duties. Notify [AnalyticSupport@careoregon.org](mailto:AnalyticSupport@careoregon.org) within a timely manner when a FIDO user's job duties no longer require access to personal health information.
- **Responding to Periodic Account Verification**  
Periodic audits will occur to verify FIDO users have appropriate access. Please respond within a timely manner to verify access.

I, \_\_\_\_\_  
(Print name)

, \_\_\_\_\_ ( \_\_\_\_\_ )  
(title) (email address)

agree to serve as Clinic Site Administrator for FIDO online tools on behalf of

\_\_\_\_\_  
(Program or Organization)

Site Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Administrator's Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Cannot be same as Site Administrator*

CareOregon QI Lead/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_