

VOMS Individual User Access Form

INSTRUCTIONS:

1. Each user within your facility must complete and sign Part D of this form individually.
2. Return via fax to 317-972-8964 or email to: vaccine@isdh.IN.gov

Part A – To be completed by Primary and Backup coordinators

Full Name (First and Last):

VFC PIN Number:

Job Title:

E-mail Address:

Medical Director's Name:

Facility Phone Number :

Part B - Check the appropriate box

New CHIRP User	<ul style="list-style-type: none">▪ User is new to CHIRP with NO previous access.▪ Requires New CHIRP User Agreement Form (click here)
Existing CHIRP User	<ul style="list-style-type: none">▪ User has been assigned a CHIRP log in and password▪ User access needs to be updated to include access to VOMS▪ CHIRP user name _____
Removal of VOMS Access	<ul style="list-style-type: none">▪ Access needs to be deactivated▪ User no longer requires VOMS access
Name Change / E-mail Address Change ONLY	<ul style="list-style-type: none">▪ User needs to change name and/or e-mail address▪ User does NOT need to change CHIRP access permissions▪ Complete Part C
Facility Change ONLY	<ul style="list-style-type: none">▪ User needs to change access from one facility to another▪ Complete New CHIRP user agreement form▪ <i>Change of facilities, requires a new CHIRP user agreement form</i>

Part C - Name change and/or e-mail address changes ONLY
(This section is for an existing VOMS user)

Current Name:

New Name:

Current E-mail Address:

New E-mail Address:

Part D – Signatures Required for Parts A, B and C

User (Printed)

User (Signature)

Date Submitted

Medical Director Name (Printed)

Medical Director (Signature)

Date Approved

Warning: You are requesting access to a secure module within the state registry and improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent that you shall maintain reasonable and appropriate administrative, technical, and physical safeguards to ensure the integrity and confidentiality of health information. Registry staff may conduct periodic assessments on privacy and security policies. Your facility is held responsible for all publicly funded vaccines ordered through the VOMS system.

CHIRP Internal Use Only :

CHIRP Helpdesk (Printed)

CHIRP Helpdesk (Signature)

Date Completed