



BORN Information System (BIS) - Local Administrator Checklist

- ✓ Perform **ANNUAL REVIEW** of all BIS users in January of each year
 - Do users have appropriate access?
 - Have users been inactivated if they no longer need access?
 - How many local administrators do you have at your organization? Access should be limited to 2-3.
- ✓ Encourage staff to use **BIS MESSAGING** system to safely transmit PHI to BORN Coordinators
- ✓ Educate users about **SECURITY AND PRIVACY BEST PRACTICE** guidelines
 - Choose a strong password
 - Never share passwords
 - Log out of BIS when finished entering, viewing or downloading data
 - Download data to a secure location on a network drive with restricted access
 - Do not use any portable device to store information or an unencrypted ported device
 - Only share data within your organization via secure drives
 - Do not print record level data with identifiers
 - Ensure computer screens/tablets are not visible to patients or the public when viewing BIS screens
 - Ensure you are aware of your organization's security and privacy best practice guidelines
 - Know what to do in case of a suspected or actual privacy breach
- ✓ Remind users to update their **PROFILE** (i.e. email address changes, change password, etc.)
- ✓ When creating a new user, make sure to always include a work **EMAIL ADDRESS** for that user to facilitate communication on password renewals and other administrative communication.
- ✓ Educate users about the **BORN TRAINING SITE**
 - Mirrors the BORN Information System with identical functionality and data fields
 - Available to local administrators for BIS orientation with mock data
 - **Real personal health information or actual clinical scenarios should never be entered in the training site**
 - Fabricated OHIP numbers can be obtained from your BORN Coordinator
 - Training site passwords can be shared **unlike** passwords for the BORN Information System
 - To access the training site:
 - From inside a hospital go to URL: <https://training.bornontario.ca>
 - From outside of a hospital go to URL: <https://vpn.bornontario.ca/training>

Important Contact Information

Your organization's privacy officer: Ext. _____

Your BORN Coordinator: Name: _____ Email: _____

BORN Privacy Officer: 613-737-7600 x 6038 or hirwin@BORNOntario.ca

BORN Information system Help Desk: 1-855-881-BORN (2676) or helpdesk@bornontario.ca