

RPMS Security Codes

USING CAPITAL LETTERS

When entering data onto the system, you must be sure to type all letters and words in CAPITAL LETTERS. Most RPMS applications are case sensitive so the CAP LOCKS should be kept on. Note that the "Caps Lock" key has no effect on the numeric keys or other special keys. It affects only the letters A-Z.

SECURITY REQUIREMENTS AND USER IDENTIFICATION

When performing basic tasks at the terminal, you are required to enter or review information that may be considered sensitive. Keeping your code(s) secret is the first line of defense against unauthorized users who may seek to defraud or compromise the computer system.

NOTE: To prevent unauthorized use of the computer system, each user is provided security codes, including an access code and a verify code, by the Site Manager responsible for supporting RPMS at each respective facility.

These codes serve several functions. One of the most important is to insure that only authorized individuals will have access to the confidential information stored in the system. For this reason you should **never reveal your access codes to anyone else!**

Entering these codes will identify you to the computer and your name will be associated with many functions you perform through the computer i.e., viewing health summaries, registering a patient.

Guidelines

To protect user security codes, always comply with the following guidelines:

- Do not share your pass codes with anyone.
- DO NOT use anyone else's pass code.
- Keep it confidential
- Do not use obvious codes, i.e., user name, date of birth, or a user's child's name.
- Do not write access or verify codes on slips of paper, tape them under your desk, on a wall, on a computer terminal, or in other obvious hiding places.
- Do not use the computer for personal business.
- Do not leave the computer unattended while online. You should log off each time you leave your computer unattended.
- Do not leave printouts, computer documents, or media containing sensitive data in plain view.
- Notify your supervisor or system administrator if you think someone is using your pass code.

Precautions

Here are some additional precautions:

- Change security codes at regular intervals at least every 90 days, immediately if someone else knows it. Each Site Manager may set the computer system to periodically require users to change their verify codes.
- After gaining access to the computer, you have a limited amount of time to enter data at any prompt. Failure to enter information within an allotted time period causes the computer to return to the "Select Option:" prompt. The computer again waits for information to be entered. Additional failures to respond within the allotted time force the computer to prompt if you wish to HALT. Failure to reply NO at this level causes the computer to log you off the system.

SIGNING ON TO THE SYSTEM

Use the access and verify codes to sign onto the computer terminal. After gaining entry to the computer, you can begin working with menus, options, and prompts.

The following are procedures used to gain access to the first menu:

- **Enter Access and Verify Codes** -- The access and verify codes are unique and are used by the computer to identify you. Codes, when typed, are not visible on the screen. This helps maintain secure access and verify codes. The verify code should be slightly different from the access code.
- **Lock-Out Feature** -- This precaution within the system is designed to restrict tampering. You have a limited number of opportunities to enter access and verify codes. If either code is incorrect after the allowed number of attempts, the terminal locks, denying access to anyone for a period of time. The number of attempts allowed and period of lock-out time are determined by the facility site manager.
- **Short-cut to Signing onto the Terminal** -- This feature allows you to save time by entering a verify code at the access code prompt. For *short-cut* type the access code, a semicolon, and the verify code. Example:
jelly*bean1;wild*flower2 . To go directly to an *option* add another semicolon then option name. Example: ***jelly*bean1;wild*flower2;PTRG***

The following illustration shows the process for accessing the computer:

1. ACCESS CODE: *****	Type your access code then press the enter key. To protect your code, your typing will not appear.
2. VERIFY CODE: *****	If this is your first time signing on, DO NOT type anything, just press the ENTER key and follow the next prompt. Otherwise, type your verify code here and the computer will bring you to your first menu.
3. Enter a NEW verify code: *****	You need to enter your own code here. CODES must be mixed ALPHANUMERIC, 8 to 20 characters, must not use your name, birth date or social security number (^, ', ': not allowed). Enter one question mark "?" and the computer will give you a code you can use.
4. RE-TYPE the new code to show that I have it right: *****	Re-type your new second code.

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Good afternoon DEMO
Site set to EASTERN ALEUTIAN TRIBES

AMH Behavioral Health Information System ...
CHS Contract Health System ...
PCCM Patient Care Component ...
REG Patient registration ...
REPT PCC Management Reports ...
SD Scheduling Menu ...
VIEW View Access ...

Select IHS Core Option:
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Computer will then greet you, show the site you are logged on to, and your main menu.