

### Who May Use This Service

Submitters may be granted access to test result data via a secure internet portal for tests performed at the Oregon State Public Health Laboratory (OSPHL) Microbiology/Virology and Newborn Screening patient test result information may be viewed, sorted, searched, printed and/or copied. Submitters may view only test results on specimens that they submitted.

### Applying for Access

Prior to granting access to patient test results through the OSPHL secure web portal, the following documents must be submitted:

1. [Facility Master Authorization Form](#).

One responsible individual(s) from a facility is designated as the Authorized Access Grantor (AAG). She/he authorizes personnel to request access to electronic test data results. The AAG assures that access rights are used only within the responsibilities of job requirements, and notifies the OSPHL when individuals terminate employment or change job duties eliminating the need for access.

2. [Web Access to Test Results for Newborn Screening](#). For those submitting *Newborn Screening samples only*. Complete all three sections of the form; an incomplete form invali-

dates your application:

- a) *Access Request Information* - To be completed by each person wishing access to OSPHL electronic test results.
- b) *Security Statement of Applicant* - To be signed by each applicant attesting that the applicant will maintain confidentiality of test results.
- c) *Access Authorization Statement* - The AAG attests that the applicant has facility approval to apply for OSPHL Web Access to Test Results.

3. [Web Access to Test Results for Virology/Microbiology](#). For those

submitting *Microbiology and/or Virology samples only*. Complete all sections of the form; an incomplete form invalidates your application:

- a) *Access Request Information* - To be completed by each person wishing access to OSPHL electronic test results.
- b) *Security Statement of Applicant* - To be signed by each applicant attesting that the applicant will maintain confidentiality of test results.
- c) *Access Authorization Statement* - The AAG attests that the applicant has facility approval to apply for

OSPHL Web Access to Test Results.

- d) *Tests to View and Facility Submitter Codes* - Indicate those tests that the applicant is authorized to view, and the facility submitter codes where the applicant will view those test results.

Submit both the completed Facility Master Authorization Form if appropriate\* and the completed Web Access to Test Results form for each applicant. Applicants who are approved to view both Newborn Screening and Microbiology/Virology test results apply for each separately. Submit forms to the OSPHL either by fax or mail. You will be notified by Email with your new access information.

NOTE: Access to OSPHL web results is valid only when continuously used. If unused for a period longer than 4 months, applicant must be reauthorized by phoning the OSPHL.

\*The Facility Master Authorization form does not need to be supplied each time a new individual from the same facility applies if your current Facility Master Authorization Form on file with the OSPHL is current and accurate.