

Michigan Web EDR System Security Agreement

Michigan Department of Health and Human Services

Funeral Director and Funeral Home Administrative Support User Agreement

Access to the Web EDR system is permitted for the purpose of reporting information on and recording death information. The reported information associated with my facility can also be used as a source of information on activities within my facility and to create reports of those activities for administrative purposes of interest to the facility. All the information within the system is confidential and protected by Michigan law. The information and documentation obtained through the system must be restricted to these purposes. Users of the system must refrain from employing the system and data on the system for any use other than official duties. Improper use of the system will result in revocation of the access privileges of an offending user or facility.

As a user of the Web EDR system I accept and agree to the following:

I will handle information or documents obtained through the system in a confidential manner and will implement appropriate safeguards to protect the confidentiality of the information or documents to which I have access.

I will restrict my use of the system to entering information, accessing information and generating reports or documents only as necessary to properly report information to the State of Michigan as required by law and to those uses of the database approved within my facility.

I will not furnish information or documents obtained through this system to individuals for personal use nor to any individuals not entitled to the information or document.

I will not knowingly enter false information nor falsify or inappropriately alter any document or data contained in or obtained through the system.

I will not attempt to copy all or part of the system in any unauthorized fashion or otherwise violate the Michigan Computer Crime Law (MCL 333.791 -333.797) or the Vital Records Law (MCL 333.2894) summarized on the reverse side of this form.

I will carefully safeguard my access privileges and password for the system and will not permit the use of my access privileges by any other person.

I will report any potential or actual threat to or violation of these terms, any improper or unauthorized use or disclosure of information or documents obtained through the system, and of the Web EDR system security.

I understand that my use of the system will be logged and is subject to audit.

I have read the above security agreement and the prohibited acts provided on the reverse side of this form. I understand this information and I agree to comply with the above provisions. Further, I understand any violation of these provisions may result in termination of access privileges and/or recommendation for prosecution.

Type of User: (check one) Funeral Director _____
License Number

Funeral Home Administrative Support

Type of Request:
 Establish Access
 Discontinue Access

Signature of User _____	Date _____
Name and Title (please print) _____	
Email Address _____	Telephone Number _____
Funeral Home Street Address _____	
City _____	State _____ Zip Code _____

All users require approval of funeral facility owner.

Facility Owner Signature _____	Date _____
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Printed Name _____

Funeral Facility Name and License Number _____

MDHHS Use Only

User ID Assigned _____

DVRHS Approval _____ Date _____

Completed by DVRHS _____ Date _____

Privileges Assigned to User:

Funeral Director Privileges

Funeral Home Administrative Support Privileges

Additional privileges assigned to user: _____

Prohibited Acts

Vital Records Law

MCL 333.2894 (1) A person shall not:

- (b) Wilfully and knowingly make a false statement in a vital record or report required to be filed under the code, or in an application for an amendment or for a certified copy of a vital record.
 - (c) Wilfully and knowingly supply false information intending that the information be used in the preparation of a vital record or amendment thereof.
 - (d) Wilfully and knowingly obtain, possess, use, sell, furnish, or attempt to obtain, possess, use, sell, or furnish to another person, for any purpose of deception, a counterfeited, altered, amended, or mutilated vital record or certified copy thereof.
 - (e) Wilfully and knowingly furnish or process a vital record or a certified copy of a vital record with the knowledge or intention that it be used for the purposes of deception.
- (2) A person shall not make, counterfeit, alter, amend, or mutilate a vital record or report required to be filed under this part with the intent to deceive.

MCL 333.2898 A person who violates section 2894...is guilty of a misdemeanor punishable by imprisonment for not more than 1 year, or a fine of not more than \$1,000.00, or both.

Michigan Computer Crime Law

MCL 752.794 - 752.797

- Sec.752.794 A person shall not, for the purpose of devising or executing a scheme or artifice with intent to defraud or for the purpose of obtaining money, property, or service by means of a false or fraudulent pretense, representation, or promise with intent to, gain access to or cause access to be made to a computer, computer system, or computer network
- Sec 752.795 A person shall not intentionally and without authorization, gain access to, alter, damage, or destroy a computer, computer system, or computer network, or gain access to, alter, damage, or destroy a computer software program or data contained in a computer, computer system, or computer network
- Sec 752.796(1) A person shall not use a computer program, computer, computer system, or computer network to commit, attempt to commit, conspire to commit, or solicit another person to commit a crime.
- Sec 752.797(3) A person who violates section 6 is guilty of a crime as follows:
- (a) If the underlying crime is a misdemeanor or a felony with a maximum term of imprisonment of 1 year or less, the person is guilty of a misdemeanor punishable by imprisonment for not more than 1 year or a fine of not more than \$5,000.00, or both.
 - (b) If the underlying crime is a misdemeanor or a felony with a maximum term of imprisonment of more than 1 year but less than 2 years, the person is guilty of a felony punishable by imprisonment for not more than 2 years or a fine of not more than \$5,000.00, or both.