MiPCT PO Authorizers
Frequently Asked Questions

This guide contains answers to frequently asked questions (FAQs) about PO Authorizers and the requirements of this role.

What is a PO Authorizer?

A PO Authorizer is one of two people at a physician organization (PO) able to authorize user access to the MiPCT Dashboard for that organization's users.

Why are PO Authorizers needed?

MDC provides MiPCT reports containing protected health information (PHI). Users of this information MUST have a business reason for accessing these data to ensure patient confidentiality and data security as part of the HIPAA privacy regulations and security rules. Only personnel within the PO organization can determine if a requesting user should be given access to this information. In addition, MiPCT reports contain health care practice information for the physician organization, sub - PO, practice units, and individual physicians. Requiring authorized access helps maintain corporate confidentiality for these entities.

How many PO Authorizers does my organization need?

The Michigan Data Collaborative (MDC) requests that two people at each PO be assigned as PO Authorizers who are responsible for authorizing and maintaining user access to the MiPCT Dashboard for that PO. Dual coverage ensures ongoing processing of user requests if one authorizer is away from the office or has a change in responsibilities. Each PO Authorizer can grant or delete access for the other Authorizer. If one PO Authorizer changes responsibility or leaves the organization, the other can name the replacement PO Authorizer.

Who can be a PO Authorizer?

Anyone who can identify and maintain a list of the organization's authorized MiPCT report users can be a PO Authorizer. This person does not have to be an analyst or manager and does not have to be a user of the data.

What are the duties of a PO Authorizer?

When a potential user submits a request for access to the MDC Dashboard, MDC will contact both of that organization's PO Authorizers to confirm or deny that user's access. If one of the PO Authorizers confirms the user, the account set-up process will continue with the University of Michigan Identity Management team. If one authorizer confirms and one denies, MDC will contact the PO Authorizers for resolution. A PO Authorizer is also responsible for contacting MDC in the event that a user leaves his/her position or the organization. You can click the **Delete Account** button on the Accounts page of the MDC website (www.MichiganDataCollaborative.org) to request that an account be deleted.

Upon receiving a deletion request, MDC will delete the user's account. PO Authorizers will receive an e-mail confirmation of deactivation from MDC.

Every two months, MDC sends a list of active PO user accounts to the appropriate PO Authorizers to confirm that these users should retain access to the system. The PO Authorizers review their lists and send confirmation to MDC or send notice of someone needing to be removed from the list. If neither PO Authorizer for a particular PO responds within five business days of receiving the active user list, all user accounts for the organization are deactivated until one or both PO Authorizers can respond and confirm the contents of the list with MDC. Upon confirmation, access for the PO's authorized users are extended or reinstated.

Information about the PO Authorizer responsibilities is also maintained in the MDC Account Maintenance – PO Authorizer document found on the MDC website's Support page.

How do I sign up a new PO Authorizer or change/remove an existing PO Authorizer?

To add, update, or remove a PO Authorizer for your PO, complete the following steps:

1. Click the following link to send an email message to MDC: MDC-Accounts@med.umich.edu.
2. In the body of the message, indicate if you are adding, updating, or removing a PO Authorizer.
3. Include the name, title, email address, and phone number for the PO Authorizer.
4. MDC will respond to your request with a confirmation of the addition, update, or deletion.

Can a user request that his or her account be closed without the PO Authorizer having to contact MDC?

Yes. If an employee of the organization knows he or she will be leaving or changing responsibilities, he or she can request the account be deactivated. The user can click the **Delete Account** button on the Accounts page of the MDC website to request that an account be deleted. Both PO Authorizers will receive a confirmation e-mail.

Can the PO Authorizer request an account for a user?

MDC requires that each user request his or her own account on the MDC website due to the confidential nature of some of the information required by the University of Michigan Identity Management team. Each user must agree to appropriate data use in the agreement provisions.

How long does the process take to establish an account?

The process may take up to 5 to 10 business days. Both the requesting user and the PO Authorizers are notified via e - mail once the account becomes available.

Who can get an account?

Only physician organization staff should be granted user accounts. If a request comes from a practice or individual provider, MDC will refer the requesting user to the PO.

How can I get more information?

Contact the Michigan Data Collaborative (MDC) at MichiganDataCollaborative@med.umich.edu or visit our website at www.MichiganDataCollaborative.org.