

August 14, 2020

National EMS Coordinated Database Level of Access Policy

Intent

To determine appropriate levels of security and web access within the National EMS Coordinated Database (NEMSCD) for Member States and their delegated representation.

Scope

This policy applies to the administration of the National EMS Coordinated Database (NEMSCD). This policy does not cover other National Registry access accounts or permissions.

Definitions

NEMSCD Administrator – National Registry (Registry) oversees NEMSCD functionality, ensures correct State Administrator access, and serves as the main point of contact for States.

State Administrator– Allows user access to all administrative functions under the administrator's role: Adding users, editing users, deactivating users, assigning roles and Speed Memo categories to users, and resetting user passwords, in addition to the levels below.

State Data Manager - Allows the user to add new, or edit adverse actions, complaints, and investigations. Also has access to privileged information speed memos can create confidential and non-privileged speed memos, in addition to the level below.

State User – Can view discipline, search providers, non-privileged communication, limited report function, can view National certification data, education, address, and postal system (USPS) data, and verify.

Speed Memo – Secure internal messaging system within the NEMSCD.

Policy

The NEMSCD contains both public and privileged information about providers. The data reflected within is property of the respective Member State that submits it. Due to the need to keep privileged data secure and accurate, each Member State regulates their users' access or submits a completed request to the NEMSCD Administrator, declaring the personnel's access level. There are three levels of access to the data base, these levels are State User, State Data Manager, and State Administrator.

Member States are not limited in the number of people they can authorize as users but are expected to limit authorized users to the minimum needed for effective operation. Member States can define access to personnel as they see fit; if access needs to be elevated or lowered by the NEMSCD Administrator, then a request must be submitted to the NEMSCD Administrator. Access to the database can be changed or altered at the determination of the NEMSCD State Administrator. Changes in access may be caused by, but not limited to; position changes; Member State updates, investigation, human error in access levels granted, etc.

Ultimately each Member State is responsible not only for the information submitted to the NEMSCD, but the appropriate level of access granted to its personnel. The National Registry and the NEMSCD Administrator ensure that the personnel submitted are issued the proper credentials and level of access requested by the Member States. Access to the database is not to be generated, elevated, reduced, or revoked by the NEMSCD Administrator unless requested in writing, by the Member State acting in accordance with this accompanying procedure or by determination from the NEMSCD Administrator in conjunction with authorized National Registry staff in accordance with Policy 44.02.01.

Rationale

The Agreement Between Interstate Commission for EMS Personnel Practice and National Registry (2018, June 29) requires that the National Registry implement commercially reasonable physical, technical, and administrative safeguards for the Coordinated Database and the data contained therein. The administrative safeguards include restricting levels of access to the NEMSCD to personnel designated by Member States. Specific levels of securities at each level within the NEMSCD database are assigned by the Member States for which the individual is associated and has oversight. As stated above, privileged information within NEMSCD is safeguarded at each level and requires approval to access.

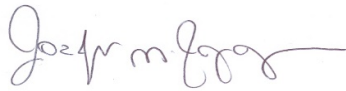
Related Policies and Procedures

20-RESOLUTION-12- National Registry Continued Support of Interstate Commission
National Registry Designated Authorizing Agency Policy
National Registry Database Access Policy
NEMSCD Information Security Policy
National Registry Procedure for Requesting Access for Personnel
NEMSCD Requesting Levels of Access Procedure

References

Agreement Between Interstate Commission for EMS Personnel Practice and National Registry,
executed June 29, 2018

Rules of the Interstate Commission for EMS Personnel Practice, www.emscompact.gov.



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