

AHCCCS EXTERNAL USER AFFIRMATION STATEMENT

I understand that all users who have access to the AHCCCS computer network and data/information are bound by applicable laws, rules, and AHCCCS directives, including but not limited to AHCCCS Administrative Policies and Procedures, AHCCCS Privacy and Security Policies (HIPAA), Arizona Statewide Information Technology Policies, and state laws under: A.R.S. §13-2316, A.R.S. § 18-502, A.R.S. §38-448 and A.R.S. §41-773.

The misuse of AHCCCS data/information, logon IDs/passwords, AHCCCS equipment, and software may result in actions up to and including prosecution in accordance with any applicable law or statute.

1.1 Use of AHCCCS Data/Information:

- 1.1.1 I will only share (i.e., verbal, hard copy, electronic) AHCCCS data/information with people who are authorized to receive the data. This includes authorized AHCCCS employees, authorized AHCCCS business partners, or authorized AHCCCS contractors who are allowed to receive the data for business reasons.
- 1.1.2 I will only access/add/change/copy/delete AHCCCS data/information related to my assigned job duties and in accordance with record retention requirements.
- 1.1.3 I will never view/add/change/copy/delete AHCCCS data/information for non-work-related purposes.

1.2 Logon IDs and Passwords:

- 1.2.1 I will never use another person's AHCCCS Logon ID and/or password.
- 1.2.2 I will never ask another person to reveal their personal AHCCCS Logon ID and/or password.
- 1.2.3 I will never reveal my AHCCCS Logon ID and password to anyone, at any time.
- 1.2.4 I understand that no one else may use my AHCCCS Logon ID and/or password and that I am responsible for all actions taken with my Logon ID.

1.3 Use of State Resources:

- 1.3.1 I will use State equipment in a legal and ethical manner.
- 1.3.2 I understand that the use of equipment provided by the agency is subject to monitoring.

1.4 Use of Software:

- 1.4.1 I will not download or install computer software on any AHCCCS equipment and will not register for any free software or web applications using my State issued Google Workspace account. Only the Information Services Division (ISD) Network Services has the authority to register, install and license software.
- 1.4.2 Unless authorized, I do not have the right to copy, change, or distribute computer software or its related documentation.

1.5 Misuse of Equipment, Software or Data:

- 1.5.1 I understand that if I become aware of any misuse of AHCCCS equipment, software, logon IDs/passwords, or data/information I must promptly notify AHCCCS ISD Customer Support at 602-417-4451.
- 1.5.2 I understand that AHCCCS will take appropriate action to ensure that applicable federal and state laws, regulations, and directives governing privacy, confidentiality, and security are enforced.
- 1.5.3 I understand that the misuse of AHCCCS equipment, software, logon IDs/passwords or data/information may result in prosecution or disciplinary action if I am an employee of another State agency.

By agreeing to this External User Affirmation Statement, I confirm that I have read and understood this form. If I did not understand any portion of this document, I asked for and received an explanation before agreeing. I accept responsibility for adhering to all applicable laws, rules, and AHCCCS directives that apply to the External User Affirmation Statement.

I understand that if I do not agree with the External User Affirmation Statement, I will be denied access to AHCCCS data, computer equipment, and software, which may affect my contract or ability to do business with AHCCCS.

Legal Name of User (Last, First, M.I.)

Signature

Date