

RPMS Reference Lab - VPN Line Request

Process to add an RPMS Server IP address to an existing VPN Tunnel

Overview

The Reference Laboratory Interface Project is a joint effort between Cimarron Medical Informatics (CMI) and the IHS Office of Information Technology (OIT) to develop a user friendly interface between commercial laboratory vendors and IHS laboratories that will allow transmitting and receiving laboratory results using Virtual Private Network (VPN).

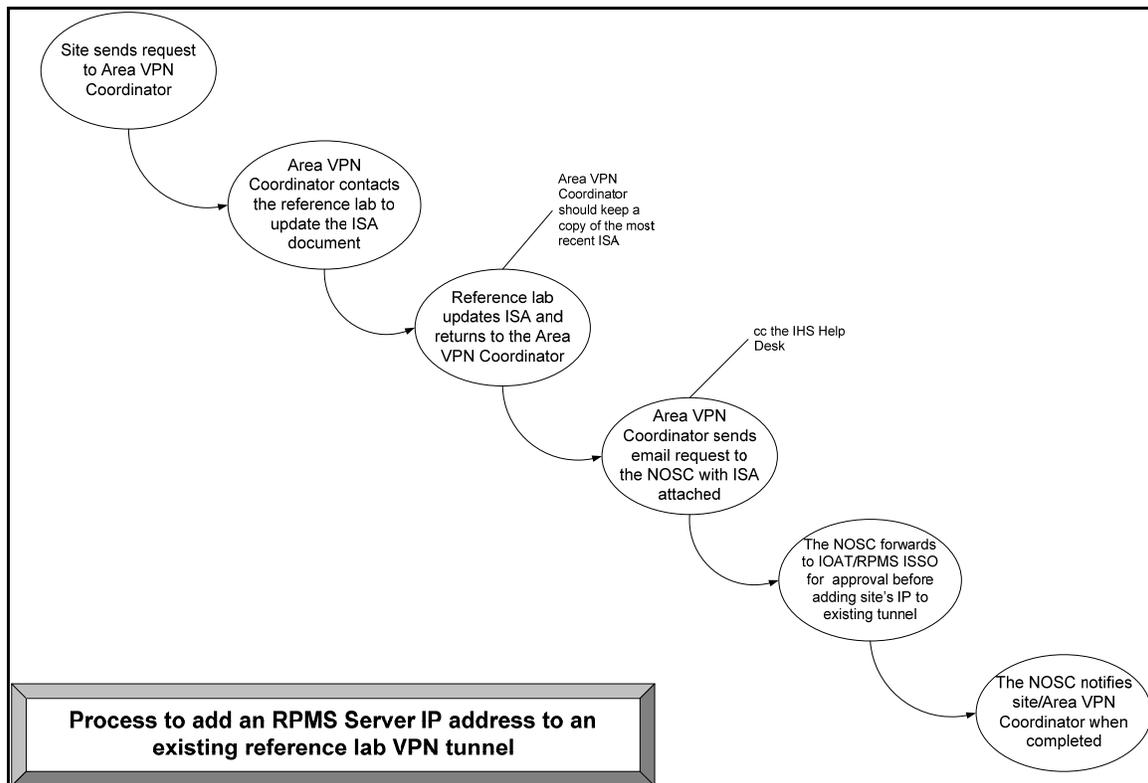
Each reference lab will have its own VPN tunnel. An Interconnection Security Agreement (ISA) and a HIPAA Business Associates Agreement (BAA) must be completed by the reference lab before the tunnel can be created.

The BAA must be reviewed and updated annually. The ISA must be reviewed and updated annually or whenever another site is added to the tunnel. The reference lab should maintain these documents and have them readily available for updating whenever a site wants to begin using the Reference Lab Interface. Note that ISSO requires only one BAA and one ISA per reference lab, not per area or site. However, the reference lab, at their discretion, may find it beneficial to maintain separate documents for each area or site.

As of this writing there are three existing VPN tunnels for reference labs:

1. Quest (includes Quest Diagnostic and Sonora Quest)
2. LabCorp
3. RML

Process



1. Site sends request to Area VPN Coordinator

When a site wishes to implement the Reference Lab Interface, they will need to be added to the reference lab's VPN tunnel. To do this, the site manager should send an email request to

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their Area VPN Coordinator with the name of the reference lab and their RPMS Server's IP address.

2. Area VPN Coordinator contacts the reference lab to update the ISA document

The reference lab should have the most current version of the ISA document. If they are not able to locate their copy, the IOAT ISSO (currently **Dave Dickinson**, email: david.dickinson@ihs.gov) and/or the RPMS ISSO (currently **Chris Tillison**, email: chris.tillison@ihs.gov) should have one on file. You can send them an email requesting the most current version of the ISA document to send to your reference lab.

3. Reference lab updates ISA and returns to the Area VPN Coordinator

When the reference lab returns the updated ISA, the Area VPN Coordinators should keep a copy for their records. Keep in mind that other areas may request sites be added to the VPN tunnel, so this copy may not be the most up-to-date or complete version. It should, however, contain the most current information for your area.

4. Area VPN Coordinator sends email request to the NOSC with ISA attached

The Area VPN Coordinator sends an email to the NOSC (nosc@comglobal.com) including the site name, contact information, and the IP address. It is recommended that you include the IHS OIT Helpdesk (ITSCHELP@ihs.gov) on the email distribution for tracking purposes. To expedite the process, you can also include the IOAT ISSO (currently **Dave Dickinson**, email: david.dickinson@ihs.gov) and/or the RPMS ISSO (currently **Chris Tillison**, email: chris.tillison@ihs.gov).

5. The NOSC forwards to IOAT/RPMS ISSO for approval before adding site's IP to existing tunnel

Because the reference lab VPN tunnels are national contracts, the IOAT ISSO and/or the RPMS ISSO will review the ISA for completeness. The NOSC will not add an IP address to an existing VPN tunnel without their approval.

6. The NOSC notifies site/Area VPN Coordinator when completed

The NOSC will notify the AREA VPN Coordinator and the site (if they have the contact information for the site). The Area VPN Coordinator should work with the site to verify the connection.

The Division of Information Security has a website with information about this and other topics, contact information, etc.

<http://home.ihs.gov/ITSC%2DCIO/security/secpgm/>

Blank copies of the ISA and BAA forms are available on the website.

Interconnection Security Agreement Form (F06-27)

http://home.ihs.gov/itsc-cio/security/secpgm/forms/f06-27_interconnectsa.doc

HIPAA Business Associates Agreement Form (F06-50)

http://home.ihs.gov/itsc-cio/security/secpgm/forms/f06-50_baa.doc