

SULLIVAN COUNTY PUBLIC HEALTH SERVICES

<p><u>POLICY:</u> All Public Health employees with supervisory responsibilities and/or emergency preparedness roles and responsibilities will maintain an active NYSDOH Health Commerce System (HCS) account and log onto the HCS on a monthly or at least quarterly basis.</p> <p><u>PURPOSE:</u> To access timely information pertinent to the operations and functioning of the Certified Home Health Agency, the Long Term Home Health Agency, and local health department (SCPHS). Allows employees access for the electronic submission or retrieval of data and pertinent health alerts.</p> <p><u>RESPONSIBLE PARTY:</u> All Public Health Services employees with supervisory responsibilities and/or emergency preparedness roles and responsibilities. The Health Emergency Planner will print out an active HCS users list twice annually.</p>	<p>Original Approval: 6/06</p> <p>Reviewed: 3/14, 9/16</p> <p>Revised: 5/18, 5/22</p>
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EQUIPMENT: internet/computer access, county user ID, HCS user ID and active account

POLICY: Supervising Nurses on call will have 24/7 access to Health Commerce System and assigned roles that ensure rapid response to requests for information by State and Local Health Departments.

PROCEDURE:

1. **HOW TO ACCESS THE HCS:**
LOG ON TO https://commerce.health.state.ny.us/public/hcs_login@html – this is the HCS Home Page, also known as the Health Commerce System. Only local health department employees have access to the HCS.
2. **HOW TO ACCESS THE HCS:** Once logged onto the HCS home page, click on the appropriate link in the upper hand corner of the page to access the HCS Application List.
3. All HCS users are automatically given access to the Health Commerce System when their accounts are created and assigned a HCS User Id.
4. Employees should update their emergency and contact information whenever changes in contact information occur, in both the accounts system and the Communications Directory by using the new Person Update Tool on the HCS.
5. Monthly the Emergency Preparedness RN and Director of Patient Services will review the HCS communication directory to ensure any position or role changes are reflected accordingly.
6. Any changes that necessitate a 428 form (change in personnel) being completed will also generate an email to the Emergency Preparedness RN and Public Health Director, Deputy Director, and Director of Patient services. The staff member's role will be reviewed and updated as necessary based on the personnel change.
7. For other changes (e.g. your name) call the toll-free number for NYS DOH Commerce Accounts Management Unit: 1-866-529-1890.
8. Questions and requests for new accounts or special permission access should be directed to one of the HCS Coordinators for SC Public Health Services.
 - A. The following employees serve as HCS Coordinators: the Public Health Director; Deputy Public Health Director; Director of Patient Services and the Health Emergency

Planner.

9. All employees will adhere to the **NYS DOH Health Commerce System (HCS) Security and Use Policy Individual User Security and Use Policy**. See attached.