



TECHNICAL UPDATES & REMINDERS

DOCUSIGN PROCESS

- DocuSign IS OUR SIGNING METHOD OF CHOICE
- PLEASE USE CERTIFIED DIGITAL SIGNATURE
 - COPIES OF DOCUMENTS ALWAYS AVAILABLE
 - POTENTIAL TO USE DOCUSIGN TO SEND YOU RENEWAL OR NEW CONTRACT APPLICATION PACKETS.



COMMUNICATION DEVICE IN EACH CONTRACTED LICENSED RESIDENTIAL AFC HOME

- OWNED BY THE CONTRACTED ENTITY, NOT THE STAFF PERSON
- AVAILABLE 24/7/365
- STAFF TRAINED ON USE, PARTICULARLY IN CASE OF EMERGENCY



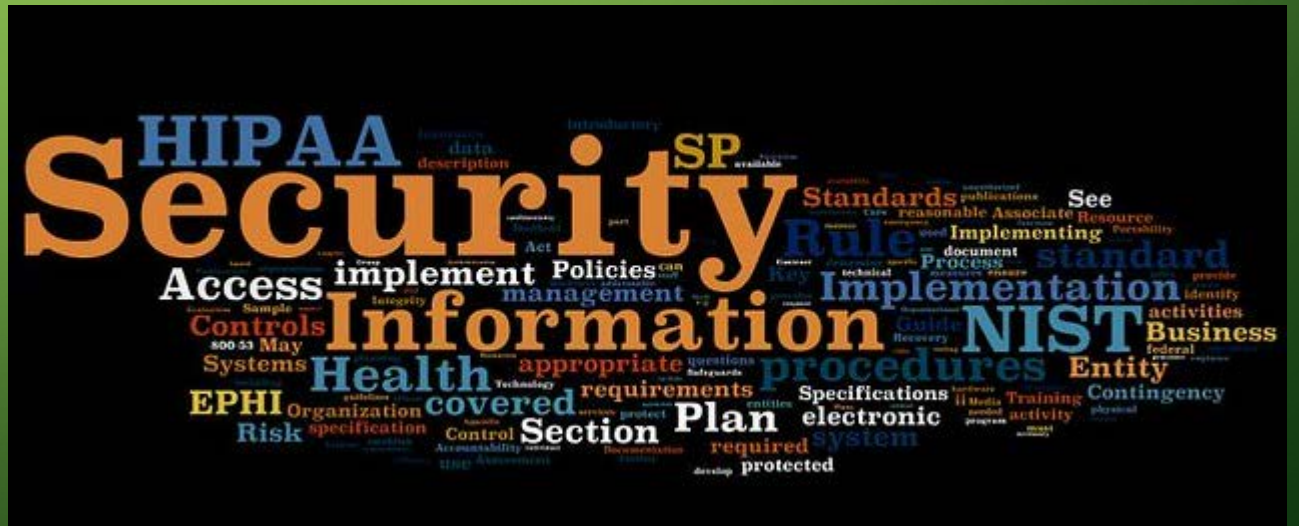
SECURITY OF PHI – CLIENTS

- NO CLIENT PERSONAL HEALTH INFORMATION TRANSMITTED THROUGH OUTLOOK.**
- OUTLOOK TRANSMISSIONS SHOULD BE MANUALLY ENCRYPTED. NORTHSTAR AUTOMATICALLY ENCRYPTED.**
- USE NORTHSTAR FOR ATTACHMENTS CONTAINING PHI**

CLIENT AND BUSINESS SECURITY

ONLY AS GOOD AS YOUR:

- TRAINING ON WRITTEN CORPORATE POLICIES AND PROCEDURES
- PROPER USE OF COMMUNICATION SYSTEMS
- STAFF USE OF ENCRYPTION/UPLOAD PROCESSES



TEST PHASE: SECURE SYSTEM FOR CONTRACTED PROVIDER EXTRANET DOCUMENT UPLOAD

YOUR CORPORATE INFORMATION CONTAINS SENSITIVE OR PRIVATE INFORMATION THAT SHOULD ALSO BE PROTECTED, IE

- ENCRYPT ALL OUTLOOK TRANSMISSIONS
- ATTACH ONE FILE AT A TIME TO NORTHSTAR EMAIL
LLAPORTE@NORCOCMH.ORG
- SEND VIA EXTRANET DOCUMENT UPLOAD PROCESS (TEST PHASE)



TEST PHASE VOLUNTEERS NEEDED:

UPLOADING FILES USING THE NCCMH EXTRANET

[HTTPS://YOUTU.BE/OECZJR3924W](https://youtu.be/OECZJR3924W)

