

Mississippi State Department of Health  
Office of Health Informatics  
ThreatScreen Production Organization  
Request Form Procedure

1. Every organization should have a designated primary and secondary security contact which will be responsible for completing the MSDH ThreatScreen Production Organization Request Form (TS2-1).
2. This form will be sent to either the ThreatScreen contact for hospitals or the ThreatScreen contact for EMS companies/MSDH.
3. The ThreatScreen contact will either approve the request form and forward it to Information Resource Management (IRM) in the Office of Health Informatics (OHI) or reject the request form giving justification for the rejection.
4. If the organization needs VPN access, IRM will forward the form to Technical Infrastructure Support (TIS). TIS will work with the security contact to establish VPN access. TIS will complete the appropriate section and forward the form back to IRM.
5. The IRM will enter the organization into the ThreatScreen application and notify the MSDH ThreatScreen contact that the organization has been created. This process may take up to 5 working days to process the request.
6. A user will not be added to the ThreatScreen Application without the necessary paperwork and approvals due to Mississippi Department of Auditing and HIPAA requirements.