

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

1. Every organization must have a designated primary and secondary security contact which will be responsible for completing the MSDH ThreatScreen Production Organization Request Form (TS2-1) and the MSDH ThreatScreen Production User Request Form (TS3-1).
2. The MSDH ThreatScreen Production Security Contact Request Form (TS1-1) 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 the Information Resource Manager in the Office of Health Informatics (OHI) or reject the request form giving justification for the rejection.
4. The Information Resource Manager will record the Security Contact information.
5. A organization/user will not be added to the ThreatScreen Application without the necessary paperwork and approvals due to Mississippi Department of Auditing and HIPAA requirements.