

University of Chicago Medical Center VPN Process Checklist

The VPN process checklist is provided to assist the UCMC Project Manager, Business Analyst or Business Unit representative in requesting and setting up a vpn connection with a UCMC Business Partner.

- Contact the CBIS Help Desk at extension 2-3456 to request that a ticket be established for a vpn connection with a Business Partner. The task should be assigned to the IT Risk and Security Team (ITRS).
- Retrieve the vpn package from http://hipaa.bsd.uchicago.edu/faculty_staff.html or you may contact the ITRS team at itrs@uchospitals.edu to request the vpn package. All the necessary forms are provided in the vpn package.
- Contact ITRS team (itrs@uchospitals.edu) to work with the assigned point person after creating the help desk ticket
- Complete and sign a Business Associate Agreement (BAA). Medical Center and Business Partner Representatives must sign the BAA. If a signed BAA exists it may be used for the vpn process.
- Complete and sign the Third Party Network Connection Agreement. Medical Center and Business Partner Representatives must sign the Agreement.
- Complete the 'UCMC Business Unit Request for Information' document
- Work with the Business Partner to complete the 'Business Partner Request for Information' document
- Complete the following forms and send both soft and hard copies to the ITRS point person:
 1. BAA
 2. Third Party Connection Agreement
 3. UCMC Request for Information
 4. Business Partner Request for Information

It may take up to 4 weeks to complete the vpn connection once all the forms are submitted to the ITRS team.

- Confirm that the ITRS reviewed and submitted the documents to the HIPAA Office
- Confirm a meeting was scheduled by the HIPAA office for review
- Complete any follow tasks or questions from the HIPAA committee review meeting
- Coordinate testing for the vpn connection with the ITRS team and Business Partners