



# RSA Administrator Application

## Clinic RSA Administrators

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## SECTION A. INSTRUCTIONS

- Attached is an application form for the RSA Security Administrator of the Enterprise, issued by Nightingale.
- The application form consists of sections A, B and C, all of which must be completed in their entirety.
- Read each section carefully before filling out this document.
- Each user can have a maximum of three (3) RSA Fobs assigned to them at any one time. Nightingale highly recommends that each Enterprise purchase additional spare RSA Fobs for emergency use.
- Please sign Sections B and C to complete the application form.
- Each Enterprise is required to designate one RSA Security administrator.
- Complete this form using a text editor and a standard font type.
- All applications must contain handwritten signatures.
- Fax or mail the printed and signed form back to Nightingale (the return policy is detailed in the latter part of this section).
- The RSA Security Administrator designated for this Enterprise is required to keep a copy of the completed application form.
- Nightingale will send a confirmation E-mail to the Enterprise's designated RSA Security Administrator upon receipt of the completed application form.
- Any changes to be made to the information in this application form must be forwarded to Nightingale immediately via email to [support@nightingale.md](mailto:support@nightingale.md) or by phone to 1-877-FOB-DESK.
- On approval of the application, a disabled Fob will be mailed to the organization along with instructions on how to enable the FOB for use with the myNightingale application.

## SECTION B. REGISTRATION

### PART 1 – ORGANIZATION INFORMATION

Name of Company, Clinic, or Facility:

If applies, name of affiliated hospital:

Number of physicians:

Business Address:

City:

Province:

Postal Code:

### PART 2 – USER INFORMATION

Last Name:

First Name:

Initial:

Title (Dr. Mrs. Mr. Ms.):

Position:

Specialty:

Nightingale User ID login:

Phone No.:

Fax No.:

Pager No.:

E-mail Address:

Preferred method of communication:

\*Secret security question # 1: What is your favorite fruit or vegetable?

Prompt #1:

\*Secret security question # 2: What is your favorite candy?

Prompt #2:

**\*Note:** you must provide 2 security questions. These security questions will be requested by Nightingale Informatix Corporation to verify your registered identity.

Categories for prompts are: 1- Favorite fruit or vegetable, 2- Favorite candy

### PART 4 – RSA SECURITY ADMINISTRATOR

I am the RSA Security Officer for this organization. I have been chosen by my fellow colleagues to allocate, distribute and collect RSA Fobs for my Enterprise. This duty entails certain additional responsibilities, and I agree to pursue these responsibilities to Nightingale's specification, as stated in section A and section C.

Signature:

Date:

PART 5 – NUMBER OF SPARE RSA FOBS REQUESTED

I understand that for each spare RSA Fob, we will be charged \$35 per year.

Number of spare RSA Fobs requested:

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Coordinator Review - Signature:

Date:

Management Approval - Print Name:

Signature:

## SECTION C. POLICIES

### PART 1 – RSA SECURITY ADMINISTRATOR POLICY

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As a Nightingale Informatix Corporation RSA Security Administrator, I will not:

1. Share my RSA Fob and/or my Personal Identification Number (PIN) with **anyone** at **any time**.
2. Divulge, share or compromise the User ID and/or PIN of any of the Nightingale users within my Enterprise.
3. Keep my RSA Fob in an unsecured location at any time (i.e. in open view at an unattended workspace).
4. Use Nightingale User ID and PIN for any purpose other than those permitted specifically for my role.
5. Violate the confidentiality and security of any data accessed from the Nightingale application or any data handled on behalf of Nightingale.
6. Release any information to any unauthorized people.
7. Fail to report a lost Fob. I will immediately report a lost or stolen Fob to the Nightingale Informatix Corporation Help Desk by phone at 1-888-207-4422 or by email at [support@nightingale.md](mailto:support@nightingale.md).

As a Nightingale Informatix Corporation RSA Security Administrator, I will:

1. Distribute RSA Fobs to the users of the Nightingale application within my Enterprise.
2. Allocate a new RSA Fob to the users of the Nightingale application within my Enterprise when required:
  - A new user of Nightingale;
  - An existing user who has forgotten their RSA Fob and require access to Nightingale;
  - An existing user who has lost their RSA Fob and require access to Nightingale.
3. Collect RSA Fobs from users within my Enterprise who no longer require them:
  - A user who no longer uses the Nightingale application;
  - A user who was allocated a temporary RSA Fob.

**Inappropriate collection, use or disclosure of personal data may result in disciplinary action and termination of your Nightingale Informatix Corporation access User ID. Nightingale Informatix Corporation may notify the relevant regulatory authorities of any misuse.**

PART 2 – FOB RETURN POLICY

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The RSA Fobs must be returned to Nightingale Informatix Corporation if remote access to Nightingale Informatix Corporation is no longer required. The \$35 paid for the year for each RSA Fob is non-refundable.

Ensure the RSA Fobs are properly packaged in a bubble wrap to avoid damage when returning them to the address detailed in Section A – Completed Application Form Return Information.

**The Fob remains the property of Nightingale and must be returned upon request.**

PART 3 – USER SIGNATURE

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I have read and understood this section and I agree to follow the RSA Security Administrator policy and Fob Return Policy.

Signature:	Date:
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\*RSA and RSA SecurID are registered trademarks of RSA Security Inc.