

Guidelines for ASCR Secure Online Data Transfer System

Some of these guidelines are simple and common sense. Others require some technical assistance. Please contact technical support at your facility or our office for assistance.

- ❖ Do not share your username and password with anyone, including your administrator, temporary workers, and other contractors. All ASCR web access is tracked by username.
- ❖ Keep your username and password in a secure place. Do not attach it to a post-it note on your monitor!!!
- ❖ Do not access the ASCR website from a public computer such as those found in public libraries, coffeehouses, etc.
- ❖ **Do not allow your web browser to “remember” your username and password for you.** This feature stores your password on your local drive and anyone could log into the ASCR web site without supplying your password. Internet Explorer users can turn off AutoComplete from Tools → Internet Options → Content → AutoComplete → Leave unchecked “Use AutoComplete for User Name and Passwords on forms” and select Clear Passwords.
- ❖ Preferred web browser is Microsoft Internet Explorer version 5.0 or later. You can usually see if your existing browser has 128-bit encryption from the Help → About menu.
- ❖ When you access a web site, what you see on the screen is first downloaded to a temporary directory on your local hard drive. These files will have confidential data in them. Use your browser settings to delete your Temporary Internet Files (also called Browser Cache) after you have accessed ASCR web site. Most browsers have an option to delete these files automatically after you exit. (For Internet Explorer: Tools → Internet Options → Delete Files, or Internet Options → Advanced → Security → Check both Empty Temporary Internet Files & Do not save encrypted pages to disk).
- ❖ Choose the Logout menu choice from you ASCR menu, and close the window when you have completed your work.
- ❖ Periodically check the News and Events, Hospital Resources and Non-Hospital Resources of the ASCR website for updates and changes to ASCR data submission requirements.