CHIMS | INSTRUCTIONS FOR PROVIDER PORTAL ACCOUNT APPLICATION

October 2021
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CHIMS [Chicago Health Information Management System] is an electronic surveillance system utilized by the Chicago Department of Public Health [CDPH] for the mandated† case reporting of sexually transmitted infections [STIs] and HIV/AIDS by Chicago health care professionals.‡

The following instructions detail the procedures for submitting an account application for the CHIMS Provider Portal.

LOGGING IN TO THE CHIMS PROVIDER PORTAL ACCOUNT APPLICATION SYSTEM

✱ Go to the CHIMS Provider Portal Account Application System Login Page at https://chims.cityofchicago.org/maven/portalLogin.do.
✱ If you are registering for a new CHIMS Provider Portal account, click Register.
✱ If you have already started a CHIMS Provider Portal account application, please enter your Username and Password, and click Login to continue the application process.

† For more information regarding the requirements for mandated reporting of sexually transmitted infections [STIs] and HIV/AIDS in the State of Illinois, refer to the following websites:
http://www.ilga.gov/commission/jcar/admincode/077/07700693sections.html [STIs]

‡ The Illinois Administrative Code defines a health care professional as a physician [MD or DO] licensed to practice medicine in all its branches, a licensed physician’s assistant [PA], or a licensed advanced practice nurse [APN].
Complete the fields on the **Portal Account Registration** page. Fields highlighted in **Green** are required.

Once all required fields have been completed, click **Save**.

### CHIMS PROVIDER PORTAL ACCOUNT REGISTRATION PAGE

<table>
<thead>
<tr>
<th>Field</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username</td>
<td>* Must be your work email address</td>
</tr>
<tr>
<td>Password</td>
<td>* Must be at least eight characters; combo of letters and numbers; case sensitive</td>
</tr>
<tr>
<td>First Name</td>
<td>* Must be your work name</td>
</tr>
<tr>
<td>Birth Date</td>
<td>* Must be your work birth date</td>
</tr>
<tr>
<td>City</td>
<td>* Must be your work city</td>
</tr>
<tr>
<td>City *</td>
<td><strong>Chicago</strong>; This field will be auto populated</td>
</tr>
<tr>
<td>County</td>
<td><strong>This field will be auto populated</strong></td>
</tr>
<tr>
<td>State *</td>
<td><strong>IL</strong>; This field will be auto populated</td>
</tr>
<tr>
<td>Zip Code *</td>
<td><strong>USA</strong>; This field will be auto populated</td>
</tr>
<tr>
<td>Email *</td>
<td>* Must be your work email address</td>
</tr>
<tr>
<td>Security Question</td>
<td>*</td>
</tr>
<tr>
<td>Security Answer</td>
<td>*</td>
</tr>
</tbody>
</table>

**ATTENTION | Only providers/facilities located within the City of Chicago should apply for a CHIMS Provider Portal account.**
To continue with the application process, click Create New Application.

In the Certification and Classification section, select Yes if you are a Physician (MD or DO) or Physician’s Assistant (PA), and enter the following information. Fields highlighted in Green are required.

- Medical License Type
- Medical License Number
- Primary Specialty

In the Applicant Information section, enter the following information. Fields highlighted in Green are required.

- Applicant’s Role or Title
- Facility or Location Name
- Infection(s) to be Reported
In the **Supervisor Information** section, enter the following information. Fields highlighted in **Green** are required.

- Supervisor’s Name
- Supervisor’s Title
- Supervisor’s Work Email
- Supervisor’s Work Phone

In the **Reporting on Behalf of Other Facilities/Locations** section, if you report on behalf of other facilities/locations, select **Yes** and enter the Name of Facility/Location. Fields highlighted in **Green** are required.

Once all required fields have been completed, click on **Next >>**.

To save the application information and complete later, click **Save**.
**SUBMISSION OF CHIMS PROVIDER PORTAL ACCOUNT APPLICATION**

- Once all required information has been entered and you are ready to submit your completed application, click **Submit Application**.
  - A dialog box will open at the top of the screen. Click **OK** to complete the submission of your application.

Please continue to submit syphilis, congenital syphilis, and HIV/AIDS case reports in the usual manner [mail / fax / sFTP portal] until you receive email notification that your CHIMS Provider Portal account has been approved.
LOGGING OUT OF THE CHIMS PROVIDER PORTAL ACCOUNT APPLICATION SYSTEM

To logout of the CHIMS Provider Portal Account Application System, click your **Username** in the upper right-hand corner and click **Logout**.

For questions, support, and technical assistance, please email **chims@cityofchicago.org**.
09/09/2021
Healthcare Organization

Dear Healthcare Professional:

Your account application for the CHIMS Provider Portal has been approved and your account is active.

To begin submitting case reports, please login to the CHIMS Provider Portal at the link below and use the Username and Password you created in your account application.

https://chims.cityofchicago.org/maven/login.do

Please ensure that you carefully follow the attached instructions for submitting case reports.

If you have questions or experience any issues, or if you did not apply for a CHIMS Provider Portal account, please email chims@cityofchicago.org.

Thank you.

CHIMS Technical Support

CHIMS | Chicago Health Information Management System
CHIMS@cityofchicago.org
Monday - Friday | 8:00 a.m. - 5:00 p.m.
The Chicago Health Information Management System [CHIMS] and related services are provided subject to your compliance with the Terms and Conditions set forth below. Please read the following information carefully. If you do not agree to be bound by the terms and conditions, promptly exit this application.

This AGREEMENT is entered into by and between the Chicago Department of Public Health [CDPH] and you, the User of the Department’s Health Information Management System.

1. Applicability § This Agreement states certain terms that apply to User’s access to CHIMS. User agrees to comply with, and be bound by, this Agreement, and to use CHIMS only for the purposes for which it is intended. CDPH may revise these Terms and Conditions at any time without notice. User’s continued use of CHIMS after the Terms and Conditions are changed indicates User’s acceptance of those new Terms and Conditions.

2. Privacy and Confidentiality of Identifiable Personal Information § CDPH and the organizations and individuals that use CHIMS are required by law to protect the privacy and security of the identifiable personal information [personal data] in CHIMS. CDPH reserves the right to exercise complete control over the access, use, disclosure, and disposition of the personal data in CHIMS. User agrees to use all personal data in compliance with this Agreement, and all other applicable state and federal laws concerning the confidentiality of personal data.

3. Unauthorized Access: User Responsibilities § User agrees: [a] to use its best efforts and to take all steps reasonably necessary to prevent unauthorized access to, use of, or disclosure of personal data; [b] to notify CDPH both orally and in writing as soon as possible about any unauthorized access to, use of, or disclosure of personal data, and [c] to take such measures, in consultation with CDPH, as are reasonably necessary to mitigate or address any unauthorized access to, use of, or disclosure of personal data. None of the foregoing shall be construed to waive any rights or remedies that CDPH possesses in the event of unauthorized access to, use of, or disclosure of personal data.

4. Use of Personal Data within User’s Organization § User is responsible for limiting access to personal data obtained from the CHIMS to those employees, contractors, and agents that need such information in furtherance of a legitimate business purpose related to the CHIMS, and that are allowed by law to access such information. User is responsible for ensuring that its employees, contractors, and agents that use personal data produced by or associated with the CHIMS are aware of, and comply with, the applicable provisions of this Agreement, and all other applicable state and federal laws concerning the confidentiality of personal data. User is responsible for the acts or omissions of its employees, contractors, and agents.

5. User IDs and Passwords § User IDs and passwords will only be granted at the direction of CDPH. User’s assigned ID and password are non-transferable and may not be shared with any other employee or individual.

6. Termination of Access § CDPH may terminate any User’s or authorized user’s right to access CHIMS at any time, with or without cause, without notice and without penalty. None of the foregoing shall be construed: [1] to relieve User of any of the responsibilities imposed by this Agreement or by applicable law; or [2] to waive any rights or remedies that CDPH possesses in the event of unauthorized access to or use of CHIMS.

7. Governing Law § Any actions arising out of User’s access to CHIMS shall be governed by the laws of Illinois and shall be brought and maintained in a state or federal court in Illinois which shall have exclusive jurisdiction thereof.