UTAH DEPARTMENT OF HEALTH

Public Health Access

Updated March 2021

Public Health Access (PH Access) is a secured website that contains documents, applications, Wiki's, and a secured email server.

- Getting onto PH Access is easy! Go to www.health.utah.gov/phaccess.
    - If you're a State of Utah employee or you use UT-NEDSS/EpiTrax:
        - Use your email address and Novell (UT-NEDSS) password to login.
    - If you're not a State of Utah employee, or don't use UT-NEDSS/EpiTrax:
        - Click the "Create Account" link found on the PH Access login page.
        - Follow the instructions.
        - You now have access.
    - If you forget your password:
        - Click on "Forgot Password?" at www.health.utah.gov/phaccess.
        - That will take you to the window "Recover Password."
        - Follow the instructions.
        - If you incorrectly access your account 3 times in a row, you will be locked out. Please contact UDOH before that happens.
- What can you do on PH Access?
    - Secure email
        - You can send a secured email to anyone.
        - Click on Messaging.
        - Click on New Message.
        - Click on the "To:" box and start typing the recipient's name.
            - If the recipient is not in the system, you will get a message, "No Results Found [add new user]."
            - Click on "[add new user]."
            - Type in the recipient's first and last name, and add their email address, then click Add user.
            - The system will automatically notify the user that a secure email is waiting for them. The new user MUST use the same email address to collect the message that you entered into the system.
        - If you enter someone by mistake, you can click on the person's name in the "to list" to remove them.
        - Click on "Secured" or "Unsecured."
            - If you are sending protected health information, you MUST use secured.
        - Type in a subject, add an attachment, write a message; and
        - Click on send.

- o Wiki Workspace
  - Click on Wiki Workspace.
  - Click on "Create new Wiki."
  - Click on members; and
  - Click on add users to add people to your Wiki.
  - You will now have a secured Wiki where you can:
    - Create a calendar of events
    - Hold a discussion forum
    - Attach documents to the file library
    - Manage projects with people outside of your building, etc.
- o Access secured UDOH applications. The Utah National Electronic Data Surveillance System (UT-NEDSS) and Utah's Indicator-Based Information System for Public Health (IBIS-PH) are currently available (if you have access rights). Let the PH Access development team know if there are other UDOH applications that you would like to see available. Call 801-538-6191 and give names and contact information to the PH Access development team.
- PH Access Contact:
  - o Bureau of Epidemiology
    801-538-6191
    epi@utah.gov