



## **Immunization Registry Information System (IRIS) Policy for Reinstatement of IRIS Access Following Suspension or Termination**

1. Any IRIS user whose access to IRIS has been suspended or terminated may apply to the Bureau of Immunization and Tuberculosis for reinstatement in accordance with the standards for reinstatement set forth by the Bureau.
2. The Bureau will notify the user and the user's employer of the suspension or termination. Notice of suspension or termination may include standards for reinstatement to include but not limited to duration of suspension or termination, required user training(s) and employer requirements. If the termination of access did not establish standards for reinstatement, an initial application for reinstatement may not be made until a minimum of six (6) months has elapsed from the date of notice of suspension or termination, or indefinitely based upon severity of the act as determined by the Bureau of Immunization and TB.
3. All requests for reinstatement shall be initiated by the former user, who shall submit written documentation to the Bureau. Such requests shall be processed in the original manner in which the access was suspended or terminated.
4. An application for reinstatement shall provide written correspondence and a written letter from the former user's employer confirming the completion of the former user's required training as determined by the Bureau of Immunization and TB. The burden of proof to establish such facts will be on the former user.
5. The Bureau of Immunization and TB shall deny or grant reinstatement of IRIS access after reviewing the facts. The Bureau shall send written notification to the former user and the former user's employer.