



To the Point: myCGS DME Web Portal Terms of Use

Slide 1: *To the Point* is presented by the Provider Outreach and Education Department at CGS.

Slide 2: The purpose is to provide suppliers with quick information on identified topics, how they affect you and any action(s) needed on your part. This segment of *To the Point* is on the myCGS DME Web Portal Terms of Use.

Slide 3: This session will provide an overview of the myCGS DME Web Portal Terms of Use. CGS reserves the right to terminate the access of any user who fails to comply with these terms. myCGS interfaces with a United States Government information system. Access and use are restricted to authorized persons only. Users will be monitored at all times. Unauthorized or improper use may result in civil and criminal penalties. Users who knowingly access a Federal information system inappropriately, maybe subjected to fines and/or imprisonment.

Slide 4: CGS is the owner of the site and may monitor, record and audit system usage. There is no reasonable expectation of privacy regarding any communication or data being transmitted or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on the system. This data may be disclosed or used for any lawful Government purpose.

Slide 5: Authorized Users agree to all the terms and conditions and to use appropriate safeguards to prevent use or disclosure of Protected Health Information or PHI. Unauthorized disclosure may result in prosecution to the fullest extent of the law. Designated Approvers grant access for all subsequent users in their organizations to access this portal based on appropriate business need. Designated Approvers are responsible for maintaining account access and reviewing all accounts at least every 365 days to ensure that each user's access is still appropriate.

Slide 6: All users of myCGS shall read, acknowledge, and adhere to the rules prior to accessing data in myCGS.

Users must:

- Comply with federal laws, regulations, and CMS policies, standards, and procedures
- Not allow unauthorized use and access
- Not bypass security safeguards, policies, systems' configurations, or access control
- Not share User ID, password or other identity credentials
- Only one active User ID
- Be accountable for all actions specific to my User ID



Slide 7: Promptly change password when required by CMS policy or if compromised

- Not use another person's account, identity, or password
- Only use authorized credentials for access and not attempt to bypass access control measures
- Discuss information only with those individuals who have a need to know
- Do not use 'bots' or any type of data-mining software within myCGS
- Not use computer programs, automated tools/scripts, or bots to bypass CAPTCHA security check

Slide 8: These are the last set of rules users must adhere to:

- Use the MBI Lookup Tool solely to look up a specific beneficiary but only when the beneficiary does not have or cannot provide their Medicare ID card
- Not use any myCGS functions for obtaining information for beneficiaries who are not direct patients or for data mining in any way
- Use physical workstations that provide security to keep information private
- Report suspected misuse or security incidents as required by the HIPAA Privacy and Security requirements

These Terms are to protect the data of patients and your company.

Slide 9: Here are resources for today's edition of *To the Point*. Links to the myCGS DME Web Portal Terms of Use

- JB: <https://www.cgsmedicare.com/jb/mycgs/terms.html>
- JC: <https://www.cgsmedicare.com/jc/mycgs/terms.html>

Slide 10: Thank you for viewing this session of *To the Point* on the myCGS DME Web Portal Terms of Use. We hope you will join us again for other educational offerings by the Provider Outreach and Education Department here at CGS.