

To our *Specialty* Clients,

In accordance with recent HIPAA Security regulations, Specialty Laboratories is implementing individual log-in accounts to access the DataPassportMD[®] system.

In order to help us achieve this, please inform your Supervisor or Lab Manager to do the following:

- 1) Contact us by either:
 - a. Logging on to DataPassportMD[®] and completing and submitting the form displayed at login (preferred method)
 - b. Sending an e-mail to productsupport@specialtylabs.com
 - c. Calling (661)799-6543 x1580 between 7am and 4pm PST Mon-Friday
- 2) When contacting us, please provide the following information for each individual user who requires access to DataPassportMD[®]:
 - a. *Specialty* DPMD Client Number
 - b. User's First and Last Name
 - c. Title or Position
 - d. Contact Phone Number
 - e. E-mail Address
 - f. Secret Question and Answer
- 3) A *Specialty* analyst will then contact you -- either by e-mail or phone -- to confirm this new log-in information.

If you have any questions regarding this please feel free to contact us.

Regards,

Specialty Laboratories IT Team
(661)799-6543 x1580