**Updated Pathology Information Services (PathIS) Overview**

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**Table of Contents**

1. Introduction to PathIS
2. Team Overview
3. Hours of Operation & Contact Information
4. PathIS Functional Duties & Responsibilities
5. Computer Usage Policies
6. Hardware & Software Procurement Policy
7. Data Storage & Security Guidelines
8. Cloud Storage Policy
9. Support Request Procedures
10. Additional Resources

**1. Introduction to PathIS**

The **Pathology Information Services Team (PathIS)** provides IT support to the **academic, clinical, and research faculty and staff** within the **Department of Pathology**. Our mission is to facilitate the efficient and secure use of information technologies through consulting, specialized resources, and communication.

PathIS ensures smooth IT operations while enforcing **UAB IT security policies** and compliance with **departmental guidelines**.

**2. Team Overview**

**Meet Our Team:**

* **Israel Ponce-Rodriguez** – Information Systems Manager
* **Arnaldo Oztolaza** – Systems Administrator
* **Mike Lewis** – Information Systems Specialist I
* **Khaled Ali** – Information Systems Specialist I

**3. Hours of Operation & Contact Information**

📅 **Monday – Friday**  
🕗 **8:00 AM – 5:00 PM**

📍 **Office Address:**  
500 22nd St S, Suite 404,  
Birmingham, AL 35233

📞 **Phone:** 205-934-6610  
📧 **Email:** [Insert PathIS support email]  
🌐 **Website:** [https://isp.path.uab.edu](https://isp.path.uab.edu/)

**4. PathIS Functional Duties & Responsibilities**

PathIS is responsible for:

**IT Support & Consulting**

* Troubleshooting hardware, software, and network issues.
* Providing technical support for faculty and staff.
* Ensuring secure and efficient IT operations.

**Computer & Hardware Management**

* Managing and maintaining UAB-owned computers and IT assets.
* Deploying and configuring new IT equipment.
* Enforcing IT policies regarding hardware movement and personal device usage.

**Data Security & Compliance**

* Ensuring compliance with **UAB IT security policies**.
* Monitoring and managing access to departmental **network storage drives** (K, L, etc.).
* Preventing unauthorized **cloud storage usage**.

**User Training & Documentation**

* Providing **“How-To” guides** and documentation via the PathIS website.
* Educating users on best practices for **data storage and security**.

**Communication & Coordination**

* Serving as the **liaison** between Pathology faculty/staff and UAB IT.
* Assisting with **software access requests** and security permissions.

**5. Computer Usage Policies**

* **UAB-Owned Computers:** Must only be used for official **Pathology division/lab work**.
* **Equipment Movement:** Do not move computers or hardware without IT approval. Request support via **ticket submission**.
* **Personal Devices:** Personal computers, storage devices, and USBs **should not be connected** to UAB systems.

**6. Hardware & Software Procurement Policy**

**Approved Purchasing Process**

PathIS is responsible for **purchasing all hardware and software for the department**. All IT-related purchases must comply with **UAB purchasing policies** and be acquired from **UAB-approved vendors only**.

**Important Notes:**

* Faculty and staff **cannot** purchase their own IT hardware or software for department use.
* All IT-related purchase requests must be **approved by PathIS** before ordering.
* Any unauthorized purchases **cannot be reimbursed** by the department.

**UAB-Approved Vendors**

PathIS procures hardware and software through vendors **approved by UAB IT**. These vendors have been vetted to ensure compatibility, security, and compliance with **UAB IT policies**.

💡 **Need to request a new computer, printer, or software?**  
📩 **Submit a request** via email or ticket at **pathis@uab.edu**.

🚫 **What PathIS cannot purchase:**

* Personal computers or accessories.
* Unauthorized or non-approved software.
* Non-UAB-approved IT equipment.

**7. Data Storage & Security Guidelines**

**Approved Storage Locations:**

✅ **Network Drives (K, L, etc.)** – for storing research, clinical, and administrative data.  
✅ **Other UAB-Approved Locations** – as designated by your supervisor.

**Prohibited Storage Practices:**

🚫 **No personal data** (e.g., tax files, passport scans, family photos) on UAB systems.  
🚫 **No saving work files** on local hard drives (Desktop, Documents, Downloads).  
🚫 **No unauthorized data transfers** to personal devices.

💡 **Need help?** If you’re unsure where to save data, submit a ticket for guidance.

**8. Cloud Storage Policy**

* **Approved:** Only **UAB-approved cloud storage** can be used.
* **Restricted:** Apple iCloud, Dropbox, Google Drive, and other personal cloud storage services **are not allowed**.
* **Enforcement:** Unauthorized usage is **monitored and blocked** for security compliance.

**9. Support Request Procedures**

For any IT assistance, submit a **support ticket** through one of the following methods:

📧 **Email:** pathis@uab.edu  
🌐 **Website:** [https://isp.path.uab.edu](https://isp.path.uab.edu/)

**When submitting a request, please provide:**

* A clear **description of the issue**.
* Your **computer name** (if applicable).
* Any relevant **screenshots or error messages**.

⏳ **Response Time:** Requests are handled in the order received during normal business hours.

**10. Additional Resources**

📌 Visit our website for:

* IT **How-To Guides**
* Policy updates
* Troubleshooting tips

🌐 **Website:** [https://isp.path.uab.edu](https://isp.path.uab.edu/)

**Acknowledgment**

By using PathIS services, all faculty and staff agree to comply with **UAB IT policies** and the guidelines outlined in this manual.

For any questions, please reach out to PathIS via **ticket submission**.

📌 **Remember:** IT policies are in place to **protect user data, system integrity, and compliance with UAB regulations**.