

Computer and Information Usage Agreement

(Employee/Volunteer/Student)

Security and confidentiality is a matter of concern for all persons who have access to [Practice Name] information systems. Each person accessing [Practice Name] data and resources holds a position of trust relative to this information and must recognize the responsibilities entrusted in preserving the security and confidentiality of this information. Therefore, all persons who are authorized to access data and resources, both through enterprise information systems and through individual department local area networks and databases, must read and comply with [Practice Name] policy.

Use of a computer network that is shared by many users imposes many obligations. In particular, data, software and computer capacity have value and must be treated accordingly.

The following specific principles of computer and network systems are applicable to all of [Practice Name] students, faculty, staff and employees regardless of their classification as a Health Information Trustee, Health Information Custodian or Health Information User (please refer to attached for definitions, responsibilities and authorities of these classifications). I will:

- Respect the privacy and rules governing the use of any information accessible through the computer system or network and only utilize information necessary for performance of my job.
- Respect the ownership of proprietary software. For example, do not make unauthorized copies of such software for your own use, even when the software is not physically protected against copying.
- Respect the finite capability of the systems, and limit your own use so as not to interfere unreasonably with the activity of other users.
- Respect the procedures established to manage the use of the system.
- Prevent unauthorized use of any information in files maintained, stored or processed by [Practice Name].
- Not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available through my work assignment.
- Not operate any non-licensed software on any computer provided by [Practice Name].
- Not exhibit or divulge the contents of any record or report except to fulfill a work assignment and in accordance with [Practice Name] policy.
- Not knowingly include or cause to be included in any record or report, a false, inaccurate, or misleading entry.
- Not remove any record (or copy) or report from the office where it is kept except in the performance of my duties.
- Report any violation of this code.

- Understand that the information accessed through all [Practice Name] information systems contains sensitive and confidential patient/member care, business, financial and hospital employee information which should only be disclosed to those authorized to receive it.
- Not release my authentication code or device to anyone else, or allow anyone else to access or alter information under my identity.
- Not utilize anyone else's authentication code or device in order to access any [Practice Name] system.
- Respect the confidentiality of any reports printed from any information system containing patient/member information and handle, store and dispose of these reports appropriately.
- Not divulge any information which identifies a patient/member.
- Understand that all access to the system will be monitored.
- Understand that my obligations under this Agreement will continue after termination of my employment. I understand that my privileges hereunder are subject to periodic review, revision, and if appropriate, renewal.

Those who cannot accept these standards of behavior may be denied access to the relevant computer systems and networks. Violators also may be subject to penalties, including disciplinary action, under policies of [Practice Name] and under laws of the State of (STATE NAME) or the United States of America to the extent applicable. By signing this, I agree that I have read, understand and will comply with the Agreement.

Signature/Date

Printed Name

Area/Department/Phone Number