

GREATER COLUMBIA BEHAVIORAL HEALTH

Category: Privacy and Security
Approved On: 03/27/2003
Approved By: The Board of Directors
Revised: 00/00/00
Effective Date: 15 days from approval/ the last revision

Title: **Computer and Information Security Agreement**

I. Introduction:

GCBH considers maintaining the security and confidentiality of protected health information a matter of its highest priority. All those granted access to this information must agree to the standards set forth in this computer and information security agreement. All those who cannot agree to these terms will be denied access to protected health information entrusted to this organization. Each person accessing GCBH 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. The following conditions apply to all those having access to protected health information.

I will:

- A. 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.
- B. 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.
- C. Respect the finite capability of the systems, and limit your own use so as not to interfere unreasonably with the activity of other users.
- D. Respect the policies/procedures established to manage the use of the system.
- E. Prevent unauthorized use of any information in files maintained, stored or processed by GCBH.
- F. Not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available through my work assignment.
- G. Not operate any non-licensed software on any computer provided by GCBH

- H. Not exhibit or divulge the contents of any record or report except to fulfill a work assignment and in accordance with GCBH policy.
- I. Not knowingly include, or cause to be included in any record or report, a false, inaccurate, or misleading entry.
- J. Not remove any record (or copy) or report from the office where it is kept except in the performance of my duties.
- K. Report any violation of this code.
- L. Understand that the information accessed through all GCBH 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.
- M. Not release my authentication code or device to anyone else, or allow anyone else to access or alter information under my identity.
- N. Not utilize anyone else's authentication code or device in order to access any GCBH system.
- O. Not disclose passwords to others without the express consent of the Information Services Department.
- P. Respect the confidentiality of any reports printed from any information system containing patient/member information and handle, store, and dispose of these reports appropriately.
- Q. Not divulge any information that identifies a patient/member.
- R. Understand that all access to the system will be monitored.
- S. Make reasonable efforts to protect all GCBH computers and computer systems from unauthorized access.

I understand that my access to GCBH computers and computer systems is a privilege and not a right afforded to me. Any breach of the terms outlined in this agreement will subject me to penalties, including disciplinary action, under policies of GCBH, as well as any applicable State law. By signing this agreement, I agree that I have read, understand, and will comply with all the conditions outlined in this agreement.

Employee Signature

Employee Name

Date

Witness