Appropriate Use and Disclosures

As a condition to being an Authorized User of CORHIO’s PatientCare 360© Health Information Exchange Portal, I agree to abide by the following terms and conditions:

1. I will not disclose my account credentials (user name and password) to anyone.

1. I will not allow anyone to access the HIE System using my username and password.

1. I will not attempt to learn or use another’s username and password.

1. I will not access the HIE System using a user name and password other than my own.

1. I am responsible and accountable for all data retrieved and all entries made using my username and password.

1. If I believe the confidentiality of my username and password has been compromised, I will immediately notify the CORHIO Help Desk (helpdesk@corhio.org or (720) 285-3277) so that my password can be changed.

1. I will not leave my computer unsecured while logged into the HIE System.

1. I will treat data available to me through the HIE System confidentially, as required by the Health Insurance Portability and Accountability Act and its implementing regulations (HIPAA). I will not disclose any confidential information unless required to do so within the official capacity of my job responsibilities, and then limited to parties with a legitimate need to know.

1. I will not access, view, or request information regarding anyone with whom I do not have a clinical relationship or a need to know in order to perform my job, including my own data.

1. I acknowledge that my use of the HIE System will be routinely monitored to ensure compliance with this agreement.

1. I further acknowledge that if I violate any of the terms as stated above, I am subject to loss of HIE System privileges, legal action, and/or any other action available to CORHIO.

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Employee Signature Date