



## Appropriate Use and Disclosures

As a condition to being an Authorized User of a Contexture affiliate Health Information Exchange portal (the “HIE System”), I agree to abide by the following terms and conditions:

1. I will not disclose my account credentials (username and password) to anyone.
2. I will not allow anyone to access the HIE System using my username and password.
3. I will not attempt to learn or use another’s username and password.
4. I will not access the HIE System using a username and password other than my own.
5. I am responsible and accountable for all data retrieved and all entries made using my username and password.
6. If I believe the confidentiality of my username and password has been compromised, I will immediately notify Contexture Client Support so that my password can be changed. Client Support can be reached at:  
Arizona - [hiesupport@contexture.org](mailto:hiesupport@contexture.org) or call 844-279-7120  
Colorado - [helpdesk@contexture.org](mailto:helpdesk@contexture.org) or call 720-285-3277
7. I will not leave my computer unsecure while logged into the HIE System.
8. I will treat Protected Health Information available to me through the HIE System (PHI) confidentially, as required by the Health Insurance Portability and Accountability Act and its implementing regulations (HIPAA). I will not disclose any PHI unless required to do so within the official capacity of my job responsibilities, and then limited to parties with a legitimate need to know.
9. 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.
10. I acknowledge that my use of the HIE System will be routinely monitored to ensure compliance with this agreement.
11. 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 Contexture or its affiliates.

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Employee Signature

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Date