



HIE APPROPRIATE USE AGREEMENT

This Appropriate Use Agreement governs your use of Contexture's Health Information Exchange (HIE). By accessing or using the HIE, you are bound by this Agreement. **IF YOU DO NOT UNDERSTAND ALL OF THE TERMS IN THIS AGREEMENT, PLEASE CONTACT YOUR MANAGER OR CONTEXTURE (HELPDESK@CONTEXTURE.ORG) TO GET CLARIFICATION BEFORE YOU START OR CONTINUE USING THE HIE.**

As a condition of accessing and using Contexture's HIE, I agree that:

- I will follow the requirements of HIPAA and other applicable privacy laws when accessing and using HIE data.
- I will access only HIE data that is necessary for my job.
- I will share HIE data only when necessary for my job, and only with those who need to know.
- I will not look up my own medical information, or the information of any family member, friend, or other person, unless it is necessary for my job.
- I will not share my username and password with anyone.
- I will not access the HIE using anyone else's username and password.
- I am responsible for all activity in the HIE using my username and password.
- If I believe that anyone else might have learned my password, I will change my password immediately by using the HIE's 'forgot password' function.
- I will not leave my computer unattended while logged into the HIE.
- I will comply with Contexture Policies, including those Policies' prohibited uses of the HIE.
- I understand and agree that my use of the HIE may be monitored to ensure compliance with this Agreement and Contexture Policies.
- I will cooperate with any inquiries from Contexture regarding my access to or use of the HIE.
- I understand and agree that if I violate any of the terms of this Agreement, my access to the HIE may be suspended or terminated, and I may be subject to disciplinary or legal action by my organization or by Contexture.

Employee Signature

Date