



Attn: Information Systems
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QIC 28004

CLINICIAN'S GATEWAY

Business Partner

Usage and Confidentiality Agreement

Purpose

The purpose of this agreement is to establish an environment of security for the electronic storing and usage of client confidential information and records including the usage of portable electronic devices for this purpose.

Background

Clinician's Gateway User's are required to protect confidential information relating to clients, patients, and residents on a daily basis, and have a duty to protect this information from loss, theft, or misuse. This responsibility exists whether the information is in paper or electronic form. Additionally, users are required to protect any electronic device assigned to them or in their possession, including desktop computers, portable devices and media used to gain access to the Clinician's Gateway electronic records system.

Confidential Information

Confidential Information shall include all Clinician's Gateway documents, data, and other materials. Clinician's Gateway user agrees that the Confidential Information is to be considered confidential and shall hold the same in confidence, shall not use the Confidential Information other than for the purposes of its business with BHCS, and shall disclose it only to its authorized employees or other authorized users with a specific need to know. User will not disclose, publish or otherwise reveal any of the Confidential Information. _____ Initial

Secure and Private Work Environment

User is responsible for taking proper security and privacy precautions ensuring a secure and private work environment while utilizing portable media devices such as, laptops, PDA's, and other portable devices in order to safeguard client information displayed on any electronic device or media. _____ Initial

Security Agreement

User agrees to the stated required security criteria as a condition to be met in order to access and utilize the Clinician's Gateway system. The supervisor also agrees to employee's usage of the system and will provide information and direction for secure uses and practices while utilizing the Clinician's Gateway electronic records system.

I understand that sharing my account ID and password, client information or any breach of security is a HIPAA violation which may result in prison, fines up to \$25,000 and/or revocation of my license. _____ Initial

_____ User Signature	_____ Printed Name	_____ Date
_____ Supervisor Signature	_____ Printed Name	_____ Date