

Central Georgia Health System CONFIDENTIALITY AND SECURITY ACCESS AGREEMENT

The Central Georgia Health System (CGHS) and The Medical Center of Central Georgia (MCCG) have a legal and ethical responsibility to safeguard and to protect all confidential information. Confidential information includes patient information, employee information, business information, financial information and other information relating to CGHS. In the course of my employment and/or association with CGHS/MCCG, I understand that I will come into contact with confidential information. Confidential information can be spoken, written or electronic. The purpose of this agreement is to clarify my duty regarding confidential information.

By signing this document I acknowledge that I have received a copy for my records and I understand and agree to comply with CGHS Policies & Procedures on Confidentiality and Security Access, the GA Computer Systems Protection Act and the following:

1. I agree not to disclose confidential information to others who do not have a need-to-know. Need-to-know is defined as that which is necessary for one to adequately perform one's specific job responsibilities as they relate to CGHS/MCCG.
2. I agree not to access or attempt to access any information, or utilize equipment, other than that, which is required to do my job.
3. I agree not to discuss confidential information where others can overhear the conversation, e.g. in hallways, on elevators, in the cafeterias, at restaurants, at social events. I understand that it is not acceptable to discuss any confidential information inside or outside the organization, while on or off duty, even if specific names are not used.
4. I agree not to access any confidential information for any person who does not have a need-to-know.
5. I understand that my user name and password are the equivalent of my signature and that I am accountable for all entries and actions recorded during their use.
6. I agree that I will not disclose my user name and password to any person for any reason.
7. I agree not to access any information using someone else's user name and password.
8. I agree not to send or take any information outside the organization in any form (including PDA's) for which I am not authorized.
9. I agree not to make any additions, modifications or deletions to any information for which I am not authorized.
10. I agree to respect the limitations and usage of the information system network and not to interfere unreasonably with the activity usage of other authorized persons.
11. I understand that my access to all computer systems may be monitored and audited without notice to me.
12. I agree to log out of any computer session opened under my user name and password prior to leaving any computer or terminal unattended.
13. I understand that if authorized to use Internet and/or email, I will only use it for authorized job responsibilities. Any misuse or abuse (ex. pornographic material, chain letters, etc.) of these privileges could be grounds for disciplinary action.
14. I understand that periodic training will be determined as needed by CGHS.
15. I agree to respect the ownership of proprietary software (for example, I will not operate any unauthorized software on CGHS computers or make unauthorized copies of any software for my own use.)
16. I understand that confidential papers should be picked up as soon as possible from copiers, mail boxes, fax machines, printers and other publicly accessible locations. Confidential papers, reports, and computer printouts should be kept in a secure place. When they are no longer needed, confidential papers should be deposited in the document destruction bins to be destroyed.
17. I understand that my obligation under this agreement will continue after my termination of employment and/or association with CGHS/MCCG and that my privileges are subject to periodic review, revision, renewal and termination.
18. I agree to notify CGHS Corporate Compliance immediately of any unauthorized access or use of confidential information or of violation by anyone of any of the rules above. The Corporate Compliance confidential toll free number 888-380-9008.

I understand that violation of this agreement may result in the following:

- a. Denial of access to CGHS/MCCG computer systems
- b. Disciplinary action as stated in CGHS/MCCG Policies and Procedures and the Employee Handbook up to and including termination
- c. Penalties under State and Federal laws and regulations
- d. Denial of privileges to practice professionally at CGHS/MCCG facilities and/or denial of entry into those facilities
- e. Referral to State and/or national professional licensing Departments or organizations
- f. Referral to my school or employer
- g. Any combination of the above.

Signature

Last Name (print all) First Name MI (required)

_____/_____/_____
Today's Date (mm/dd/yy) Last 4 digits of SS#

Street Address

_____/_____/_____
Name of Nursing School Expected Grad Date

Form updated: 9-22-2009