**THE EYE INSTITUTE FOR MEDICINE & SURGERY**

**POLICY/PROTOCOL**

**COMPUTERS USED FOR EMR IN EXAMINATION ROOMS AND OTHER AREAS IN THE PRACTICE**

11232011 (Rev. 082015)

Applies to: All Employees

It is essential that each computer device is used, maintained and stored in a manner that will ensure the Practice obtains the maximum life from it.

All staff members are responsible for knowing and following the rules set forth in this policy. They are:

Effective immediately, no drinks or food are to be brought into the examination rooms or other areas where there are computers. This is to help ensure that no damage is caused by spillage of any sort. Alternatively, you may keep drinks or drink cups in the technician areas (on the same counter as the sink).

Computers are to be used as per the guidelines established during your training. There is to be no use of computers for activities unrelated to work. You may not introduce software of any type or download materials or programs from the internet.

Should your computer not be working properly for any reason, DO NOT MOVE or TRADE your monitor or keyboard from another room. You are to immediately contact IT and explain the difficulty you are having.

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Authorized Signature/Date