**THE EYE INSTITUTE FOR MEDICINE & SURGERY**

**POLICY/PROTOCOL**

**INFORMATION SYSTEM USE POLICY: USER AND PASSWORD AGREEMENTS**

12162014

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Applies to: All Employees

In order to remain in compliance with HIPAA, each member of our staff is to read and complete the attached agreement for the purpose of updating your password in the system.

As the agreement indicates, this is something that must be done periodically.

It is your individual responsibility to safeguard your password, to not share it with anyone or otherwise allow anyone to know what your password is, or to utilize anyone else's password, no matter how it was obtained.

Failure to fully comply with this policy will result in disciplinary action, up to and including termination.

As soon as you have completed the attached form, please scan and email it to:  [Support@SeeBetterBrevard.com](mailto:Support@SeeBetterBrevard.com) You will receive an email as soon as your password has been updated. When you have scanned your document please shred it - do not throw it in the garbage.

 This policy is in regards to your **main system password** (the one you use for email, logging on to the computer, and Medflow.) **This does NOT apply to your Allscripts password**. If you have changed your password in the last 30 days (you do not need to update the password itself, but **EVERYONE needs to review and sign the agreement please**.) **If you have not changed your password in the last 30 days, please ensure that the password you enter on the form is new.**

Please do not call IT with questions regarding this, please direct all questions to [support@seebetterbrevard.com](mailto:support@seebetterbrevard.com)

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Authorized Signature/Date