

Milford Hospital Remote Access Account Request Form

Name PLEASE PRINT	
Title	
Department	
Phone	
E-Mail Address	
Signature & Date	
Supervisor	
Supervisor Signature & Date	
Temp Personnel Only Expected Departure Date	
	<p>I understand that my Meditech password is uniquely my own, to be used by myself. It is not to be disclosed to any other employee of Milford Hospital or any outside person. I understand the information that I have access to on all computer systems is to be kept strictly confidential and not to be shared with anyone, except for legitimate job related duties. I understand that Milford Hospital and its employees are obligated to guard against illegal and unethical access, disclosure, or use of confidential patient information. Unauthorized access or use of confidential patient information potentially violates the patient's legal and ethical right to privacy, and as such are considered a breach of security. I understand that unauthorized access or use of confidential patient information will result in disciplinary action, including oral or written warnings, censure, suspension without pay or termination on a case by case basis. I understand that if I violate this Confidentiality of Information statement, I will be subject to disciplinary action up to and including termination or revocation of employment privileges, termination of staff privileges and/or legal prosecution by Milford Hospital on the first or any subsequent violation.</p>
<p>I understand that the password given to me represents my signature that I am the only one who may use this password, and that I may not delegate the use of this password to <u>any</u> individual, including family and office staff</p>	
<p>I understand that I am wholly responsible for any systems I use to connect with Milford Hospital systems remotely. In no event, will Milford Hospital be liable for any loss of systems or data, however caused and regardless of theory of liability arising out of the use of a system which is remotely connected to Milford Hospital systems.</p>	
<p>Remote Access Policies and Procedures: I understand that all Milford Hospital's privacy and security policies and procedures apply to my remote use of Milford Hospital systems from my office, home, or any other remote location. Access to Hospital data is restricted to those with a Hospital business need to know, and to those whose access has been authorized in writing. Unauthorized access to Confidential information is a violation of Hospital policy.</p> <p>I understand that any computer I use to connect to Milford Hospital network must conform to documented standards including (but not limited to) antivirus, firewall, and spyware protection. I certify that any computer I use will be placed in a private area, where confidential information cannot be viewed by unauthorized individuals.</p>	<p>I confirm that any computer which I will use to access the Milford Hospital will meet these minimum standards: Windows XP or Windows 2000 Microsoft Internet Explorer 6 or above High speed internet access (DSL or Cable Modem) Hewlett Packard or Lexmark supported laser printers</p> <p>Please indicate which applications you will be using remotely <input type="checkbox"/> Outlook E-Mail <input type="checkbox"/> Meditech (Same access as inside the Hospital) <input type="checkbox"/> Other (Please indicate name of application)</p> <p>Please indicate which version of Windows you are using: <input type="checkbox"/> Windows XP Home Edition <input type="checkbox"/> Windows XP Professional Edition <input type="checkbox"/> Windows 2000 <input type="checkbox"/> Windows Vista <input type="checkbox"/> Windows 7</p>