

# Arizona Computer Services, Inc.

## Workstation / Terminal Use Policies

It is critical that the employees of Arizona Computer Services, Inc. are careful how they use their computer workstations. Private data on the computer system must not be disclosed to other persons who should not have access to that data. Therefore, all employees must adhere to the following policies when using their computer workstation.

**Passwords:** Your password is for your use only. You should not reveal your password to anyone else, neither within Arizona Computer Services, Inc. (Except for the Privacy Officer and/or the Security Officer) nor outside the organization. Your password may be used to track disclosure of information to third parties, and if another individual uses your password to disclose information to an unauthorized individual, you will be held responsible for that disclosure.

If you create your own password, the password should have at least one letter and at least one number (meaning the password must be both alpha and numeric). When you decide on your password, notify the Privacy Officer what password you have selected, and he or she will let you know if the password is allowed. You may then begin to use the password to access the computer system.

In addition, you must not leave your password on or near your computer workstation (such as taped to the monitor); if you have difficulty remembering your password, sit down with the Privacy Officer and create a password that is easier for you to remember.

If you or the Privacy Officer believes your password has been revealed to another individual (either by accident or intentionally), the Privacy Officer may elect to change your password at any time.

**Leaving the Workstation:** When you get up from your workstation for any reason (e.g., to use the restroom, to go to lunch, to check on an incoming fax, etc.), you must either lock the keyboard or log off the system.

**Locking the terminal** (dumb terminal or PC) this is done by:

- Getting to a CARE/DM menu

- Entering a CTRL-L (Control L) from the keyboard

- Keyboard input is now “locked out” (All keyboard input is ignored)

To remove the keyboard lock:

- Enter the user’s password

- The keyboard is now “unlocked

NOTE: This locking procedure must be followed on each “window” session that you are currently logged into.

**If you are using a PC** to access the CARE/DM billing system the computer workstation should be set to log off or go to a locking screensaver after 1 minutes of “idle time.” This can be used in addition to the keyboard locking procedure described in the previous paragraph.

If you do not render the computer system inaccessible, sensitive information may be disclosed to an unauthorized individual, and you will be held fully responsible for that disclosure.

**Viewing the Computer Monitor:** When you sit at your workstation, only you should be able to see and read the computer monitor. You should therefore adjust the angle of your monitor to prevent other individuals from viewing and reading the information on your monitor. If your workstation does not allow you to adjust the angle of your monitor, ask the Privacy Officer to purchase for you “blindners” or another device that will limit who may view the information on your monitor.

**Saving Data on Your Workstation or PC:** Our patients’ health information is very sensitive and must be safeguarded very carefully. You should not transfer or otherwise save health data on your local computer hard drive, unless you first obtain permission from the Privacy Officer. This not only includes information in the electronic medical record, but also includes letters and other correspondence with patients concerning their health status. If you want to save this information on your hard drive, obtain permission from the Privacy Officer first, who will verify your workstation has the necessary security and privacy safeguards in place.

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