Privacy Training for EpicCare Link Users

Purpose of Training

- You have requested access to the University of Vermont Health Network's Electronic Medical Record (Epic) in order to support the provision of healthcare services to our shared patients.

- The Epic contains confidential patient information protected by state and federal laws and regulations including the Health Insurance Portability and Accountability Act (HIPAA).

- The purpose of this training is to help you understand the obligations that accompany your privilege of access to Epic.

Your Obligations - Access

As an EpicCare Link User, you agree to:

- Access, use or disclose health information only for the purposes of providing or supporting patient care;
- Limit the access, use or disclosure to the minimum amount of information necessary to carry out your specific job responsibilities;
- Never access your own health information or that of your co-workers, family members, friends, neighbors, public figures or anyone else unless the access is necessary to fulfill your job responsibilities; and
- Never share your system user name or password or allow your account to be used by another individual.

Your Obligations - Safeguards

All EpicCare Link Users must follow information security safeguards and take reasonable measures to protect the patient information you have access to from loss, misuse, alteration or unauthorized disclosure including:

- Safeguarding all paper and portable devices containing patient information. Print only when necessary, and never remove any printed documents from the healthcare facility or office;

- Using password protection, automatic time-outs and logging out each time you leave your work station to ensure that unauthorized individuals cannot access patient information from your workstation or other device; and

- Appropriately disposing of patient information, including shredding any printed materials when no longer needed.

Your Obligations - Reporting

You and your practice have a duty to notify the University of Vermont Health Network if your job duties change and you no longer require access to EpicCare Link. For technical support questions and to terminate access, email EpicCareLinkSupport@uvmhealth.org.

You have a duty to notify the University of Vermont Health Network. you have any reason to suspect that a privacy or security incident involving patient information maintained in EpicCare Link has occurred.

To report a privacy or security incident, please contact 802-847-1414 and advise that you are calling to report a privacy or security incident.

You may also contact privacyofficer@uvmhealth.org.

Monitoring of Access

Privacy Audits and Monitoring

The information viewed and accessed on EpicCare Link leaves a digital trail of information and can be tracked.

The University of Vermont Health Network monitors and audits access to EpicCare Link.

If any inappropriate access is identified, access to EpicCare Link will be terminated.

Limitations of Access

Any violation of the EpicCare Link User Terms and Conditions may result in termination of access.

User must read and agree to the following terms before access may be granted.

I understand that I have a legal and ethical obligation to protect the confidentiality of the protected health information (PHI) that is created, maintained, and stored by the University of Vermont Medical Center. As a condition of being permitted to access PHI for my job function or role, I agree to comply with the following rules:

Violations of the HIPAA privacy rules can have serious ramifications for all involved and may result in civil and criminal penalties.

Tips for Protecting Patient Information

- Before looking at patient information, ask yourself "Do I need to know this to do my job?" If the answer is no, don't look.

- Keep confidential health information you see or hear to yourself.

- Never share your password or allow a colleague to use your workstation while you are logged in.

Acknowledgment

I have reviewed the content in this privacy training and agree take appropriate steps safeguard protected health information and comply with all UVMHN standards, policies and procedures when using EpicCare Link.

I will reach out to leadership and/or UVMHN Epic Training (epictraining@uvmhealth.org) for more information if I have questions about the appropriate use of EpicCare Link.

User Signature	_____
Date:	_____

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University *of* Vermont
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