

## CONFIDENTIALITY AGREEMENT FOR ELECTRONIC HEALTH RECORD ACCESS

Kittitas Valley Community Hospital is committed to protecting the privacy and security of individual identifiable health information of a confidential nature for the organization. Information pertaining to patients and other sensitive information must be held in strict confidence. This agreement must be completed and signed by each individual requesting access to KVCH's E.H.R. The Agreement must be completed and signed and returned to the Health Information Management Department before access will be granted.

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I am requesting access to the KVCH electronic health record system, and agree to the following terms and conditions:

- I agree to use the EHR system solely for job-related purposes
- I understand that all information available through the KVCH EHR system is confidential and is to be treated as such. I will access only the minimum necessary amount for the provision of services in my job
- I acknowledge that I shall not divulge my password to any other individual or entity, nor will I use another individual's password to obtain access to the EHR
- I understand that I am responsible for any damages, including monetary damages, for the inappropriate use and/or disclosure of protected health information
- I understand that I am not permitted to access the KVCH electronic health record for anything other than my intended job-related purpose relating to patient treatment, payment, or operations. Accordingly, I understand that I am not permitted access to my or another individual's health information because of a personal request, personal reasons or personal curiosity
- I understand that the KVCH EHR system is monitored. Routine audits will be performed to assess the appropriateness of access by individuals to patient information.

I acknowledge that I have read, understand, and agree with the conditions above. Further, I agree to immediately notify KVCH of any conflict with or violation of the above conditions.

  
User signature

11/23/09  
Date

  
Printed name