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## Open MRI of Connellsville Electronic Health Record Access Policy

### **PRIVACY AND SECURITY**

Only individuals to whom Open MRI of Connellsville ("CONNELLSVILLE") has personally assigned an access code ("User Id") may gain entry to the CONNELLSVILLE web-based electronic health record ("EHR"). It is the responsibility of every individual requiring access to the EHR to apply to CONNELLSVILLE for a User Id. Each individual granted access to the EHR is strictly prohibited from sharing or using another individual's User Id or password for any reason. There is no approved reason for sharing or using another individual's User Id or password, including situations in which a colleague has forgotten a User Id or password, issuance of a User Id has been delayed or denied, or an individual has been denied access to certain information contained in the EHR. User Ids and passwords must be kept secure. If a User Id or password has been lost, stolen, shared, compromised or forgotten or in the event a privacy or security breach occurs, **R. Brad Pettican (724-542-4990 ext 103)** must be contacted.

### **APPROPRIATE AND PROHIBITED USES**

Access to the EHR is provided for the purpose of performing responsibilities related to patient care and treatment. The EHR is not to be accessed and its contents are not to be used or disclosed in ways that violate any state or federal laws or regulations. In particular, access to and use of the EHR must comply with all applicable state and federal laws and regulations governing the privacy and security of patient health information. Use of the EHR for illegal activity will be subject to the individual to the non-compliance actions described in this policy up to and including reporting the individual to appropriate enforcement agencies.

### **REMOTE ACCESS**

Requests for User Ids to enable remote access to the EHR must be made to **R. Brad Pettican (724-542-4990 ext 103)**. Individuals accessing the EHR remotely from a device that is not owned or managed by CONNELLSVILLE must take special precautions to comply with all applicable state and federal laws and regulations governing the privacy and security of the EHR and to prevent unauthorized use or disclosure of information contained in the EHR, including but not limited to, prohibiting viewing by unauthorized individuals.

### **MONITORING**

The EHR is the property of CONNELLSVILLE. Each individual granted a User Id will be held accountable for EHR activity conducted under his/her specific User Id. CONNELLSVILLE reserves the right to review the EHR activity associated with each User Id to assure compliance with this policy.

### **NON-COMPLIANCE ACTIONS**

Failure to comply with the CONNELLSVILLE EHR Access Policy will be reported to the most appropriate individual or department within CONNELLSVILLE. Depending on the nature of the violation, state and federal enforcement agencies may also be contacted. Non-compliance with the terms and conditions of this policy may also result in the immediate termination of the individual's User Id, notification of law enforcement officials, and legal action against the individual.