

# COMPUTER AND INFORMATION USAGE POLICY AND AGREEMENT

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Each person accessing Lexington Memorial Hospital data and resources holds a position of trust relative to this information and must recognize the responsibilities entrusted in preserving the security and confidentiality of this information. Therefore, all persons who are authorized to access data and resources, both through Hospital information systems and through individual department local area networks and databases, must read and comply with Lexington Memorial Hospital policy in this regard.

Those who cannot accept these standards of behavior may be denied access to the relevant computer systems and networks. Persons violating these standards may be subject to penalties, including disciplinary action, pursuant to Lexington Memorial Hospital policies and under federal and state laws.

The following specific principles of computer and network systems are applicable to all Lexington Memorial Hospital staff, employees, medical staff, volunteers, students, faculty, medical staff employees, and contractors regardless of their job classification or position. Each of these persons agrees to:

- Respect the privacy and rules governing the use of any information accessible through the computer system or network and only utilize information necessary for performance of my job.
- Respect the ownership of proprietary software. For example, I will not make unauthorized copies of such software for my own use, even when the software is not physically protected against copying.
- Respect the finite capability of the systems, and limit my own use so as not to interfere unreasonably with the activity of other users.
- Respect the procedures established to manage the use of the system.
- Prevent unauthorized use of any information in files maintained, stored, or processed by Lexington Memorial Hospital.
- Do not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available through my work assignment.
- Not operate any non-licensed software on any computer provided by Lexington Memorial Hospital.
- Do not exhibit or divulge the contents of any record or report except to fulfill a work assignment and in accordance with Lexington Memorial Hospital policy.
- Not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
- Do not remove or copy any record or report from the office where it is kept, except in the performance of my duties.
- Report any violation of this policy.
- Understand that the information accessed through all Lexington Memorial Hospital information systems contains sensitive and confidential patient care, business, financial, and hospital employee information that should only be disclosed to those authorized to receive it.

