CATHOLIC HEALTH INITIATIVES **Franciscan Health System** **St. Anthony Hospital Gig Harbor, WA** **St. Clare Hospital Lakewood, WA** **St. Francis Hospital Federal Way, WA** **St. Joseph Medical Center Tacoma, WA**	**POLICY**	**DOCUMENT NUMBER** **R-PO-AD1100-01**
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QUALITY POLICY: INFORMATION MANAGEMENT		

11.0 PURPOSE

To describe the FHS Laboratory quality policy as it relates to information management.

11.1 PRIVACY AND CONFIDENTIALITY

The FHS Information Management system ensures privacy and confidentiality of all patient information.

- Requiring all employees to sign Personal Accountability and Acceptable Use Agreements.
- Employees with access to Personal Health Information may not use, release, or share these records, except as authorized by FHS policy and federal, state, and local laws.

11.2 The FHS Information Management System ensures security for data access by having employees sign an agreement to the following:

- Passwords must not be written down and displayed in the work area. Passwords written down must be secured when not being referenced.
- Employees are responsible for any work accounts, user names, or passwords they may have, and sharing of uniquely assigned usernames or passwords with anyone else is not permissible.
- Employees are responsible to see that all use of computing resources is consistent with the purpose, goals and policies of FHS.
- Use of FHS computer equipment constitutes consent to monitoring.
- Penalties for improper use are enforced.
- Screensaver activation for workstations using applications accessing FHS Confidential information, are controlled operationally to ensure security.

11.3 The FHS Information Management System helps ensure both the confidentiality of data and the integrity of the computer system by use of the following:

- Multiple levels of security on the LIS and the operating system.
- Each user is given access only to those functions necessary to properly perform his/her job classification.
- Procedures that are stored electronically on the networked system can only be accessed by authorized LIS staff.
- Procedures that outline how to change or access major computer programs are kept in a separate binder labeled "Security," which is kept in the LIS staff office and is accessible to LIS staff only.

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11.4 The FHS Information Management System ensures the integrity of data and data transmissions by the following methods:

- Access to making changes to patient data, databases, tables, and programs is limited based on the level of security of the user.
- Program access is limited based on security levels.
- Hidden files are strictly maintained by Cerner Corporation.
- Changes are made first in the Certification Environment, access to which is controlled by security level of the user, then to the Live Environment, once validation has been done to ensure that all changes function appropriately.

11.5 The FHS Information Management System has a provision for information availability during downtime by use of the following mechanisms:

- If only the LIS is down, the HIS resources such as ACIS and ELYSIUM are used for access to results already reported.
- If both LIS and HIS are down, instrument data bases can be accessed for results already completed.
- The Transfusion Service has a separate database for accessing patient histories.