

# WEISMAN CHILDREN'S REHABILITATION HOSPITAL (WCRH)

## ADMINISTRATIVE MANUAL

**SUBJECT: Computer/EMR Access for Employees and Students NO: AM 8.30**

**EFFECTIVE DATE: 07/01/05**

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**REVIEWED/REVISED: 2/06; 4/07; 3/08, 3/10; 5/11; 6/12; 1/13; 1/14; 4/14, 1/15; 11/16; 10/17; 1/18, 3/18; 1/21; 1/24; 6/24**

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### **PURPOSE:**

To provide guidelines for giving computer access and access to the electronic health record to employees and students.

### **POLICY:**

Access to health information is highly regulated by laws, including the Health Insurance Portability and Accountability Act (HIPAA), which applies to Protected Health Information (PHI). PHI includes all medical, social, demographic, laboratory, diagnostic studies and other data in the electronic medical record system (EMR). All employees and students must be knowledgeable about and abide by HIPAA policies of WCRH.

Licensed Employees and Students must practice within the Standards of Practice and Scope of Care of their respective discipline.

Employees must meet all employment criteria as required by the Human Resource Department. Students must meet employment criteria for WCRH in relation to background checks and health screening requirements as established by the Human Resource Department. It is the responsibility of the educational institution to notify WCRH of students with positive background checks. **Students must complete the required orientation prior to start of rotations.**

Nursing Department – the Nursing Department at WCRH will not give students access to the EMR until some future date as yet to be established.

Rehabilitation Department – Late level students only will be granted access to the EMR for documentation.

### **Procedure:**

1. The request for employee and student access to the EMR must be made by the Director of the Department. This will be done utilizing the orientation schedule in the share drive with a notation on the excel document if the student requires clinicient access. The Human Resource Department will be responsible for communicating employee and student access to the EMR and Company Network.
2. When the student rotation is complete, or an employee terminated, the Director of the Department will be responsible for notifying Human Resources to terminate the student's Network and EMR access.

3. It will be the responsibility of the Supervisor to provide education and training to the employee and student including the EMR system. The Clinical Supervisor must be physically present to supervise the activity of the student. The Clinical Supervisor must co-sign all student documentation. New employees will be mentored under the direction of their respective Department Director.
4. Employees and Students must not share their passwords with anyone else and must not use another person's password, under any circumstance. Employees and Students will be held accountable for any breaches that occur using their password.
5. All students and employees must follow the appropriate hospital policies and procedures applicable to their area of practice.
6. New Employees and Students who have been granted computer access will be issued a password by the Information Technology (IT) Department. This will be coordinated by the Human Resource Department.
7. Passwords must meet the following complexity requirements:
  - a. Passwords must be at least 8 characters long
  - b. Passwords must contain at least 1 Capital Letter
  - c. Passwords must contain at least 1 Number
  - d. Passwords cannot be the same as the username
8. Employees who have computer access will be required to change their password every 90 days.
9. UPON EMPLOYEE TERMINATIONS, Department Heads will be required to notify the following departments IMMEDIATELY via email: [terminations@weismanchildrens.com](mailto:terminations@weismanchildrens.com). Each department will terminate any/all network/email/EMR access as necessary.
10. UPON EMPLOYEE RESIGNATIONS, Department Heads will be required to notify the following departments IMMEDIATELY with the expected resignation date, via email: [terminations@weismanchildrens.com](mailto:terminations@weismanchildrens.com). Each department will then terminate any/all network/email/EMR access at the end of the scheduled final day of employment.

Approved:

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