



Electronic Medical Record Access Agreement for Non- Baylor Scott & White Health Users

This Agreement is entered into on this _____ day of _____ 20_____, by and between Baylor Scott & White Health and _____ (User).

WHEREAS, Baylor Scott & White Health makes accessible to authorized users its Electronic Medical Record System (the "EMRS") which contains a broad range of electronically stored medical information about patients, including Protected Health Information as herein defined; and

WHEREAS, for the sole and specific purpose of providing healthcare and/or healthcare services, User requires access to medical information which is stored in Baylor Scott & White Health's EMRS; and

WHEREAS, Baylor Scott & White Health wishes to allow User to have access to the EMRS so that User may access such medical information needed by User to provide healthcare and/or healthcare services for patients;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

I DEFINITIONS

- A. Protected Health Information or PHI shall have the same meaning as the term "protected health information" in 45 CFR 160.501. PHI includes patient-identifiable clinical and demographic information in any form (electronic, paper, or oral).
- B. Treatment is defined in 45 CFR 164.501.
- C. User means the individual who is authorized to have access to the Baylor Scott & White Health EMRS.

II TERMS OF ACCESS

- A. Information, including Protected Health Information, accessed and/or retrieved from the EMRS, is intended only for the review and/or use of the authorized user for legitimate business needs. Access and/or retrieval of information from the EMRS for any other purpose is expressly prohibited.
- B. User's access to the EMRS will be recorded electronically, and EMRS access and use may be audited by Baylor Scott & White Health at any time on a random basis or for cause. Users consent to having all or any part of their use of and access to Baylor Scott & White Health EMRS recorded, audited or reviewed at any time.

III. AGREEMENTS AND CONDITIONS OF ACCESS AND USE

In consideration for use of the EMRS, User agrees to the following terms and conditions:

- A. To access protected health information only for the purpose of providing healthcare or for providing healthcare services; for non- treatment purposes, users will access the minimum amount of information needed;
- B. To not share or give his/her authentication credentials (USERID or password) to any other individual, or to fail to take appropriate measures to safeguard his/her authentication credentials;
- C. To not use or disclose Protected Health Information other than as permitted or as required by law;

- D. To use appropriate safeguards and practices to prevent use or disclosure of the Protected Health Information other than as provided for in this Agreement, including but not limited to the following:
 - User will not download or copy/paste medical record documents to a computer or external device.
 - If documents are printed for patient care, they should be kept secure while in use and shredded when no longer needed.
 - Printed documents may not be removed from the healthcare facility.
 - Patient information may not be left displayed on the computer screen. The user will log out of the application before leaving the computer.
- E. To mitigate, to the extent practicable, any harmful effect that is known to User of a use or disclosure of Protected Health Information in violation of the requirements of this Agreement;
- F. To promptly report to the Baylor Scott & White Health Privacy Hotline at 254-724-7600 or 866-218-6920 any use or
- G. disclosure of Protected Health Information of which he/she becomes aware which would violate the terms of this Agreement;
- H. To comply with all applicable federal and state laws and regulations which protect the confidentiality of Protected Health Information;
- I. To not act or fail to act in a way that would cause Baylor Scott & White Health to be noncompliant with applicable federal or state laws or regulations which protect the confidentiality of protected health information;
- J. (To promptly notify a Baylor Scott & White Health Compliance Officer when changes occur in his/her practice or job duties which would eliminate or materially affect his/her status or stated justification for access to Baylor Scott & White Health’s EMRS.

IV. COMPLETION OF HIPAA EDUCATION

User agrees and warrants, as an express term of this Agreement, that s/he has obtained or will obtain the written materials entitled “Review of Key HIPAA Provisions for Non-Baylor Scott & White Health Employees for Access to the Baylor Scott & White Health Electronic Medical Record” prepared by Baylor Scott & White Health and containing instruction and information regarding HIPAA. User agrees to fully review these materials prior to accessing Baylor Scott & White Health EMRS.

V. TERMINATION

The term of this Agreement is for six (6) months, except that Baylor Scott & White Health has the right to immediately terminate this agreement and discontinue access to the EMRS at any time for any reason.

VI. INDEMNIFICATION

User shall be responsible for any breach of this agreement, whether by User or by User’s agents, representatives, or employees. User shall defend, indemnify, and hold Baylor Scott & White Health harmless from all damages, costs, expenses and fees (including attorneys’ fees) resulting from such breach.

USER

Signature: _____ Print Name: _____

Please scan and email this completed form for each applicant as well as the “**Baylor Scott & White Health request for EpicCare Link for a non-Baylor Scott & White employee**” form (found at EpicCareLinkInfo.sw.org) to Baylor Scott & White Physician Relations at physicianrelations@sw.org. You may also fax to 800-342-5540. Email or call Physician Relations at 800-880-0165 with questions.