

Lancaster General College / Information Systems Account Request Form

based on Lancaster General policy LG/HR-415, Electronic Media Services and Confidentiality

First Name _____ MI _____ Last Name _____ SSN _____

Account Type Student _____ Faculty _____ Staff _____ Other _____ Start Date/Semester _____

STUDENTS AND FACULTY ONLY Program Name / Major _____ Day/Evening _____

CURRENT LG EMPLOYEES ONLY LG Username (Sign On) _____ Cost Center _____

CURRENT LG EMPLOYEES ONLY LG Department Name _____ Job Title _____

I certify that I have read the policy on Electronic Media Services and Confidentiality and understand the content. I agree to abide by Lancaster General's confidentiality policies and procedures, including the following:

1. In the course of performing my duties, I may be assigned a user identification code (User ID), password, or access code for the purpose of entering and retrieving confidential information stored in Lancaster General's systems. This information is for my use only, and may not be shared with or used by any other person. Nor may I use any other person's User ID, password or access code.
2. In the course of performing my duties, I may be provided access to confidential and proprietary information of Lancaster General or third parties dealing with Lancaster General. Such information may include, but is not limited to: financial information not generally available to the public, patient records, and computer software licensed to or developed by Lancaster General or third parties.
3. I agree not to access confidential and proprietary information unless I have a "need to know" to perform my duties for Lancaster General.
4. I agree that I shall not disclose, publish, or disseminate to anyone, either during or after my employment at Lancaster General, any confidential information I may obtain.
5. I understand that all clinical documentation, results, or reports finalized with my User ID/Password, or other authentication means, are treated as a written signature with all legal and ethical implications.
6. I agree that any computer software, or other intellectual property developed by, shall be the property of Lancaster General, unless specifically stated otherwise in contractual documentation. I agree that I shall not copy, use or distribute for commercial gain such software or source codes or other intellectual property without Lancaster General's prior approval, nor shall I claim ownership of such software or source codes or other intellectual property for copyright, patent or royalty purposes.
7. I recognize that the content of electronic communications may be monitored to support operational, maintenance, auditing, security, and investigative activities and that Lancaster General will from time to time examine the content of electronic communications. **I understand that the access codes and passwords assigned to me to protect the confidentiality of information on systems are not intended to protect individual privacy.**
8. I understand that my breach of Lancaster General's confidentiality policies and procedures will constitute grounds for discipline, including possible termination of access, termination from employment, and/or legal prosecution.
9. All access is subject to appropriate state, federal and local laws and regulations.

Signature _____ Date _____

HR/IS/Security Signature _____ Date _____

REQUEST FOR REMOTE ACCESS

The purpose of Remote Access is to allow you to conduct LG business while outside the LG network. Use of LG Remote Access is subject to guidelines in this policy, as well as other LG policies, procedures and guidelines.

You must take extra precautions when accessing LG data remotely. This includes: (a) Running up-to-date antivirus software on your personal device. (b) Removing downloaded documents from your device, printer, or fax. (c) Never downloading documents to devices not under your control. (d) Never permitting unauthorized personnel, including family members, to read downloaded or printed LG sensitive/confidential data.

LIMITATION OF LIABILITY: IN NO EVENT SHALL LANCASTER GENERAL BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER ARISING OUT OF THE USE OR INABILITY TO USE THIS SERVICE.

NOTE: THIS POLICY IS A SUPPLEMENT TO OTHER SIGNED LG AGREEMENTS, INCLUDING ELECTRONIC MEDIA AND CONFIDENTIALITY (HR415), AND DOES NOT REPLACE USER RESPONSIBILITY AS OUTLINED IN THOSE AGREEMENTS.

By signing below, you acknowledge having read this policy and agree to abide by its contents.

Printed Name _____ Signature _____ Date: _____

EVERYONE IF SIGNED!	DMS in Clinical	CIS In Clinical	NM in Clinical	Nursing in Clinical	Radiography in Clinical	Surgical Tech in Clinical
Network	SMS	SMS	SMS	SMS	SMS	SMS
Email	RMS		RMS	Sovera	RMS	ESI
VPN <i>if signed</i>				Bridge		