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Owner: *Bev Plante: Freshmen Dean-CON*
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Applicability: *MVHS*

Ensuring Security of Identification and Confidentiality when Using Technology Programs, CNG-100.55

PURPOSE

To define the process to ensure the secured identity of students, faculty, and staff and that confidentiality is maintained when accessing web-based College technology programs at St. Elizabeth College of Nursing or charting programs used in health care facilities.

SCOPE

Administration, Faculty, Staff, Students

REFERENCES

Mohawk Valley Network (St. Elizabeth Medical Center) Confidentiality Statement

DEFINITIONS / ABBREVIATIONS

CITRIX/Patient Charting System: Patient Medical Record System (EPIC)

FERPA: Family Educational Rights and Privacy Act

HIPAA: Health Insurance Portability and Accountability Act

Human Resources: HR

KAPLAN: Standardized Testing Platform

MOODLE: Web-based course management system

MVHS: Mohawk Valley Health System

RAVE: Alert System

RB: Registrar/Bursar

SONIS: School of Nursing Information System

SECON: St. Elizabeth College of Nursing

PROCEDURE / DIRECTIVE

1. Upon hire or admission to the nursing program, secure log-ins are assigned to each faculty member, staff member, and student (see SECON-Managing Student Security and Technology Access Policy CNG-100.53).
2. Faculty and students sign a Confidentiality Statement (see attached) for the Medical Center upon hire and/or admission to the nursing program to ensure compliance with HIPAA. Violations of these policies include but are not limited to:
 - Accessing confidential information that is not within the scope of your assignment;
 - Accessing more information than necessary to accomplish a given task/job;
 - Misusing, disclosing without proper authorization, or altering confidential information;
 - Disclosing to another person or using another person's sign-on code and/or password for accessing electronic confidential information or for physical access to restricted areas;
 - Intentional or negligent mishandling or destruction of confidential information;
 - Leaving a secured application unattended while signed on;
 - Negligence in safeguarding confidential information;
 - Failing to report a privacy or security violation;
 - Removing confidential information from St. Elizabeth Medical Center properties without authorization;
 - Discussing confidential information where it can be overhead (hallways, elevators, cafeteria);
3. The signed Confidentiality Statement is maintained in the employee file in HR or in the student's admission file.
4. Students sign a Use of College computer form to ensure understanding of the use of College computers and the importance of maintaining security of their log-in and password/code (see attached).
5. A secure log-in and password/code is distributed to each faculty member by the Dean upon hire.
6. The RB distributes each student a secure log-in and initial password/code to systems requiring access to the following programs utilizing technology:
 - a. MOODLE
 - b. CITRIX/EPIC
 - c. SONIS
7. The KAPLAN student representative will email each student or faculty member individually with their secure log-in and initial password/code.
8. Initial password/codes are required to be changed by the faculty, staff, or student upon first log-in into the system.
9. The importance of maintaining security of the log-in and password/code occurs during the admission process by the RB and is a component of the general orientation of incoming freshmen.
10. Violations of confidentiality may result in termination of employment or dismissal from the College.
11. Deactivation of access to the technology programs is completed at the time of termination, withdrawal, or graduation from the College of Nursing by the Dean, RB (students), or HR. (See CNG-100.53)

CONTENT EXPERT(S) / RESEARCHER(S) / CONTRIBUTOR(S): n/a

This Document Replaces: n/a

Attachments:

[confidentiality_statement_gho.pdf](#)
[Use of College Computer Form.doc](#)

Approval Signatures

Step Description	Approver	Date
Owner	Faculty Organization	7/10/2019

Applicability

MVHS

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