



**INDIVIDUAL CONFIDENTIALITY AGREEMENT REGARDING  
ACCESS TO ELECTRONIC MEDICAL RECORDS**

Coffee Regional Medical Center is committed to protecting the privacy and security of individual identifiable health information and other protected health information of a confidential nature for the hospital organization. Information pertaining to patients and other sensitive information must be held in strict confidence.

I hereby acknowledge that I have been given access to Coffee Regional Medical Center computer systems to view and/or print patient information either via the Internet from the Coffee Regional Medical Center's web-site or while performing my job inside the Coffee Regional Medical Center facility. The User ID given to me by Coffee Regional Medical Center will provide access to patient's Electronic Medical Record (EMR) and I understand that this is for my use only and will be in my possession only.

Name of Requesting Individual to Access System: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Nature of Organization's Business: \_\_\_\_\_

Purpose of Request for System Access: \_\_\_\_\_

I further acknowledge the following:

- (A) The individual above is allowed access to medical records of patients for his/her organization which has been authorized by Coffee Regional Medical Center to view. The individual above agrees not to attempt to access any medical records of patients for whom its organization has not been authorized. \_\_\_\_\_(initial)
- (B) The only individuals who are authorized to have access to the EMR described above are individuals and authorized representatives who are employed by the organization and who have signed this confidentiality Agreement. Access to the EMR is limited to authorized persons with a need to know, to the extent necessary, to perform their contracted duties for the purpose stated above. \_\_\_\_\_(initial)
- (C) The individual authorized representative can access the electronic medical record via a User ID and password assigned to them by Coffee Regional Medical Center. The individual and organization understands that when an authorized individual's User ID and password are used to gain access to the EMR, the User, time of access, and the name of the patient whose medical record was accessed will be recorded. CRMC will conduct routine audits of the system. Variances will be investigated and appropriate action taken. \_\_\_\_\_(initial)

