

Confidentiality Agreement for Access to BMC ChartLink

I understand that Boston Medical Center (“BMC”) has granted me access to BMC ChartLink. By signing below, I accept responsibility to protect confidential data/information (e.g. protected health information (“PHI”) and/or personal information (“PI”)) from inappropriate use or disclosure. All access to BMC ChartLink shall be subject to the following conditions and limitations:

1. I will protect the privacy, confidentiality, and security of the Protected Health Information (“PHI”) and Personal Information (“PI”) accessed from BMC ChartLink in accordance with federal and state privacy laws and regulations.
2. I have read and will comply with BMC’s privacy, confidentiality, and security policies, including the attached “Confidentiality and Use of Information” (Policy # 02.03.000) and “Release of Medical Records and Protected Health Information” (Policy # 02.02.000).
3. I also will comply with the privacy, confidentiality, and security policies of my own employer or the school training program with which I am affiliated.
4. I will be the only one to use my login username and will not share or disclose my password(s) with anyone for any reason. Similarly, I will not use the login username or password(s) of another individual to access BMC ChartLink.
5. I will contact BMC’s Privacy Officer at (617) 414-1800 immediately in case of an actual or suspected breach of confidentiality involving information obtained via BMC ChartLink, whether by me or any other person or if I suspect my login information has been compromised and/or shared inappropriately.
6. In case of an actual or suspected breach of confidentiality involving information obtained via BMC ChartLink, I agree to cooperate with BMC in every reasonable way to investigate such breach and to regain possession of such information and prevent its further unauthorized use or disclosure.
7. I understand that my access may be monitored and audited by BMC, and that all activities performed under my login username will be attributed to me.
8. I will secure applications, safeguard systems and equipment, and lock my workstation or device to prevent damage, theft, and/or unauthorized use. I will be responsible for any misuse, wrongful disclosure, or failure to safeguard PHI or PI as a result of my actions or behavior.
9. I will not electronically transmit PHI or PI in a manner that is not secure. I will not download or copy/paste information from BMC ChartLink to an unencrypted computer or portable device.

