**Name of Policy:** Authorized Users of Laboratory Computer System

**Policy Number:** 3364-107-304

**Department:** Pathology-Laboratory

**Approving Officer:** Chief Executive Officer-UTMC

**Director, Clinical**

**Responsible Agent:** Pathology/Hematopathology

**Administrative Director, Lab**

**Scope:** Pathology-Laboratory

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**Effective Date:** 2/13/2017

**Initial Effective Date:** 12/4/1992

(A) **Policy Statement**

Only authorized individuals shall have access to the Laboratory Computer System. Authorized individuals are those personnel who have been properly trained under the guidelines of the Laboratory Computer Department and have been assigned a User ID and password.

(B) **Purpose of Policy**

To assure only trained personnel have access to the computer. To provide guidelines which shall reduce the likelihood that unauthorized use of the Laboratory Computer System will occur.

(C) **Procedure**

1. Access to the Laboratory Computer System shall be restricted to those users who have been assigned a User ID.
2. Log off when activity is completed, or when unauthorized users are in attendance.
3. Individual User ID's allow access to highly confidential records. Lending your password to unauthorized personnel will be considered failure of good behavior with violators being subject to disciplinary action.
4. Changing and/or removing ID's for personnel who have left UTMC will be the responsibility of the Laboratory Systems Analyst. This will be performed as soon as information is made available.
5. Any information contained in the computer which is patient specific is considered CONFIDENTIAL. Communication regarding this information shall be for professional purposes only and is subject to all HIPAA laws and regulations.

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**Approved by:**

Robert L. Booth, Jr., M.D.
Associate Professor
Director, Clinical Pathology/Hematopathology

Date

Daniel Barbee, RN, BSN, MBA
Chief Executive Officer-UTMC

Date

Review/Revision Date:

9/22/98  5/1/2011
10/06/03  3/1/2013
10/4/04  2/20/2015
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9/18/06
9/14/2007
6/10/2008

Next Review Date: 2/14/2019

Policies Superseded by This Policy: Q-04