


<b>Name of Policy:</b> <b>Authorized Users of Laboratory Computer System</b>		 <b>Effective date:</b> 01/04/2025 <b>Original effective date:</b> 12/01/1992	
<b>Policy Number:</b> 3364-107-304			
<b>Approving Officer:</b> Medical Director, Clinical Pathology			
<b>Responsible Agent:</b> Director, Clinical Pathology Administrative Director, Lab			
<b>Scope:</b> Pathology Laboratory University of Toledo Medical Center			
Key words: Computer system, authorized individuals, training, user ID, confidentiality.			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	Reaffirmation of existing policy

(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. 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.

<p>Approved by:</p> <p>/s/</p> <hr/> <p>Name: Amira Gohara, M.D. Title: Medical Director, Clinical Pathology</p> <p>1/10/2025</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Joshua Otiso, Administrative Director, Lab</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"><li>• <i>Q-04</i></li></ul> <p>Initial effective date: 12/04/1992</p> <p>Review/Revision Date: 01/04/2025</p> <p>Next review date: 01/04/2027</p>
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