


Name of Policy: Authorized Use of Computers Policy Number: 3364-107-305 Approving Officer: Medical Director, Clinical Pathology Responsible Agent: Director, Clinical Pathology Administrative Director, Lab Scope: Pathology Laboratory University of Toledo Medical Center		 Effective date: 01/04/2025 Original effective date: 05/01/2002	
Key words: Patient care, computer performance, approved applications, unapproved use, personal use.			
<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

The lab computers and designated devices are to be used for patient care, patient billing and to meet UTMC’s educational and research mission.

(B) Purpose of policy

To maximize the performance of the system by eliminating extraneous software and files that are not consistent with UTMC’s educational, research and patient care mission, and to reduce the non-essential use of the system and its resources.

(C) Procedure

1. There will be designated PC’s that are to be used only for specific applications such as HCLL and/or Epic Beaker. These PC’s will be clearly marked, and the LIS staff will maintain a list. These PC’s will be identified as those being in the public eye and those that are reserved to be used to access specific mission-critical applications.
2. The use of on-line games, chat rooms and instant messaging, gambling and pornography is prohibited on all devices in the laboratory.
3. Concurrent use of some internet-based programs and standard laboratory applications has been shown to impact the performance of the PC. Any non-standard application that is determined by the LIS staff to be interfering with laboratory production software or system performance is prohibited and will be removed.

4. Supervisors, the Lab Manager, and the LIS staff will periodically monitor disk space and PC performance and eliminate unnecessary files and programs.
5. Users do not have OS administrative privileges on workstations, and therefore cannot download software from media or the internet.
6. Internet access should not be open on a PC if it is affecting its performance (i.e., internet music and radio programs.)
7. Personal use of the computer must be limited to those times and situations when it is not interfering with work-related duties.
8. Failure to comply with the above will result in disciplinary action.

<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>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>Q-04</i> <p>Initial effective date: 05/01/2002</p> <p>Review/Revision Date: 01/04/2025</p> <p>Next review date: 01/04/2027</p>
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