

FOR SITE ADMINISTRATORS ONLY

As a site administrator you confirm that you have the following privacy and security safeguards in place.

1. Your users will only access records on patients to whom you currently provide care and only for the purpose of providing care to that patient.
2. Your users will not access EpicCare Link outside Canada.
3. Your organization has privacy policies and procedures in place.
4. Your organization obtains implied or express consent to collect, use, and disclose PHI for healthcare purposes.
5. Your organization understands and respects the patient's right to withhold or withdraw consent to collect, use, and disclose PHI for healthcare purposes.
6. Your organization has breach management procedures in place and will be able to immediately notify the CEHC Organization that sponsored your access in the event of a breach or suspected breach.
7. Your organization will immediately notify the CEHC Organization that sponsored your access if one of the users no longer requires access to EpicCare Link (e.g., maternity leave, leaving the organization)
8. Your organization has provided the privacy and security training developed by the CEHC.
9. Your users have signed a confidentiality agreement.
10. Your organization and users will adhere to the terms of the agreement you signed.
11. Your organization and users will adhere to your obligations under PHIPA or other applicable law in relation to the PHI your organization collects using EpicCare Link.
12. Your users will not access EpicCare Link from an untrusted, unprotected or public device (kiosk type) or from an untrusted network.
13. Your organization has antivirus installed on any devices used to access EpicCare Link and the antivirus is updated regularly.
14. Your organization has drive-level encryption (e.g., Bitlocker) on any device used to access EpicCare Link.
15. Your organization will securely dispose of any documents printed from EpicCare Link (e.g., cross-cut shredder, secure recycling bin).
16. Your users will not leave a computer unattended while logged into EpicCare Link.
17. Your users will not share their credentials and will use only their own credentials when logging in.
18. Your users will immediately change their passwords if they think somebody else knows it or might know it.
19. Your organization will immediately notify the CEHC Organization that sponsored your access if it suspects a compromised password.