

**SAINT VINCENT HEALTH SYSTEM
REMOTE ACCESS AGREEMENT
EMPLOYEE REQUEST FORM**

FOR: _____
(please print name)

By mutual consent, you may be accessing a SVHS database and/or system while working remotely, either on a temporary basis or as related to a formal work arrangement. Saint Vincent is pleased this arrangement is possible and believes it can be beneficial to both parties in the employment relationship. "Remote" work has certain unique aspects which require clarification and understanding if it is to be successful. This agreement outlines these points and should be considered as a supplement to any existing employment or business relationship between you and Saint Vincent. Please read the document carefully and signify your agreement by signing where indicated below.

In connection with the "remote" work you will be performing for Saint Vincent:

1. If Saint Vincent supplies you with related equipment such as a computer or printer which will be maintained at the remote location, you will be asked to sign the Equipment Use Agreement. This agreement is used to identify all pieces of equipment, software, manuals or other Saint Vincent property which are entrusted to your possession for the remote work. If the address of the remote location changes at any time, you must notify your supervisor within 10 days so that the location of the equipment can be kept current.

Has Saint Vincent supplied equipment (circle correct answer below)?

No

Yes – If yes, complete & sign the attached Equipment Use Agreement

2. You will be responsible for taking reasonable care of this equipment while it is in your possession. While all equipment is subject to normal wear and tear, you will be expected to prevent the equipment from being exposed to abuse or harmful conditions.
3. If you have been supplied with a laptop computer you must transport it using only the approved case. When in a vehicle, it must be kept out of sight and in the trunk when you are not in the vehicle. Do not leave it in the vehicle overnight or in extreme temperatures.
If your laptop is lost you must report it to the SVHS ISO or the Help Desk immediately.
If your laptop is stolen you must report it to the proper authority as well as the SVHS ISO or the Help Desk immediately.
NOTE: If incident occurs on Saint Vincent property, the proper authority is the Security Office. If not on Saint Vincent property, the proper authority is the local police.
4. The equipment should be used only by you and only for Saint Vincent-related activity.
5. If the equipment malfunctions or becomes broken, you should report this situation as soon as possible to your supervisor so that arrangements can be made for repair.
6. The equipment may require periodic or preventative maintenance. You will be notified when such maintenance is due and asked to bring the equipment into Saint Vincent or elsewhere for servicing.
7. If you are provided with a phone line so that you can communicate with Saint Vincent while you are working remotely, this phone line is intended to be used for work-related purposes only and not as an extra phone line usable for any purpose. In no case will Saint Vincent be responsible for any unauthorized long distance or other extra charges for use of the phone line for non-work related purposes. In the event such charges are incurred for this phone line, you will be expected to promptly make reimbursement and provide an explanation for the charge.
8. You may not give passwords or access codes to others which would enable them to gain access to any Saint Vincent databases and/or systems. Any user access code agreements signed by you shall fully apply to remote work and subject to Interdepartmental Policy #200.

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9. You must treat all confidential information which you bring to the remote location, either electronically or by hard copy, the same as you would if you were working at a Saint Vincent facility. This would include patient information, financial information, or other sensitive or trade secret materials.
 - a. You must take adequate precaution to make sure this material is not compromised.
 - b. You must store confidential hard copy materials in a secure location and not leave them out in the open where they can be easily seen by others.
 - c. You must make sure the computer is not linked to Saint Vincent when you are not around so others will not be able to gain unauthorized access to confidential data, databases, and/or systems.
 - d. You must not retain any copies of SVHS confidential information on personal computers and/or other personal storage devices residing remotely
10. It is understood that remote work in close proximity to family members and others may make it very difficult to prevent them from occasionally being exposed to confidential materials, even if only innocently and inadvertently. You must explain to them how important it is that such information be kept strictly confidential because of the legal and ethical obligations which you and Saint Vincent have with respect to these materials.
11. All confidential material which you have at the remote location must be properly disposed of or destroyed as directed by Interdepartmental Policy #304 Collection and Disposal of Waste. Please review this policy and become familiar with its contents. In no case should confidential material be placed in the trash at the remote location because of the risk it will be seen by unauthorized persons.
12. It may sometimes be difficult to determine what materials are confidential and what are not. You should always presume any materials which you use in connection with your remote work are confidential unless it is clear they are not.
13. All equipment and software entrusted to your possession for your remote work always remains the property of Saint Vincent, and Saint Vincent may require you to return possession at any time. The same is true of any documents or other materials from Saint Vincent which you use for your remote work. In accordance with Saint Vincent policy regarding ownership rights in intellectual property created by Associates, Saint Vincent will be the sole and exclusive owner of any improvement, modification, or enhancement made by you in or to any software or software code used by you in any remote work you will be performing for Saint Vincent. Any employment agreement you have entered into with Saint Vincent which covers or concerns intellectual property, inventions, work product, or trade secrets, shall apply to all remote work performed by you.
14. All Saint Vincent policies and procedures regarding the use of computers or the internet which would apply if you were working on the Saint Vincent premises will also apply if you are performing your work remotely.
15. You must respect all property rights of others in connection with your use of the equipment which Saint Vincent provided to you and you must not engage in unauthorized copying of software or otherwise breach the property rights of Saint Vincent or third parties in software or other protected materials entrusted to you. You may not load software or modify computer configuration in any way unless you have received expressed approval from Saint Vincent Information Security Officer or the Networking Manager.
16. It may be necessary to provide a method of maintaining records of the time you spend at work for Saint Vincent while you are working remotely. If necessary, this can be discussed with your supervisor and an appropriate method of timekeeping agreed upon.
17. You understand a violation of any of the terms of your remote work activities, as set forth in the letter, may be treated the same as any other violation which might occur at the Saint Vincent facility itself, and the same procedures for dealing with such violations will be applied.

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- 18. Constant evaluation of the remote access arrangement will be required. If the remote access arrangement does not appear successful for both parties the arrangement may need to be modified or terminated. To the extent possible, Saint Vincent will consider your interests in making any future decisions. There can be no guarantees or promises concerning the length or terms of the remote work portion of your employment.
- 19. SVHS information systems are intended to be used for business purposes only. Use of SVHS information systems for chain letters, charitable solicitations, political campaign material, religious work, and any other non-business use is prohibited.
- 20. SVHS management reserves the right to revoke the system privileges of any user at any time. Conduct that interferes with the normal and proper operation of SVHS information systems, which adversely affects the ability of others to use these information systems, or which is harmful or offensive to others will not be permitted. Human Resources representative will be notified of all revocations.

By signing below, you will indicate that you have read this document carefully and you agree to be legally bound by the terms stated in this agreement as part of your employment relationship with Saint Vincent Health System.

I have read the above and agree to be legally bound by the terms of this agreement in connection with my remote work for Saint Vincent.

Associate Name: _____
(please print)

ID: _____

(signature)

Date: _____

Leader Name: _____
(please print)

Dept. #: _____

Department Name: _____

Forward Signed Remote Access Agreement, Completed Employee Request Form and
Equipment Usage Agreement to the Information Security Officer.

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Associate Name: _____ Associate ID No: _____

(Please print)

Job Title: _____ Dept Name: _____ Dept No: _____

Credentials/Job Function (i.e. M.D., RN, Biller, etc): _____ Phone No: _____

I am requesting remote access for the following business purposes:

Remote Access Request: Check desired option(s)

Access all my desktop and network applications GoToMyPC (must have own hospital PC)

List SVHS Email Address: _____ Request SVHS email

List SVHS computer asset tag on CPU: _____

SVPortal – Access the hospital clinical information system, medical records and PACS

Allscripts Touchworks – Access the ambulatory EMR (For Saint Vincent Medical Group Providers)

Other (please specify) _____

Check one: SVHS Network Account Yes No Don't know

I have read the remote access agreement and agree to be legally bound by the terms in connection with my remote work for Saint Vincent Health System.

Associate Name: _____ Date: _____

(Signature)

I have reviewed the above agreement with the named associate and approve this access request and related charges, if applicable against my department budget.

Leader Name: _____ Date: _____

(Please Print)

Leader Name: _____

(Signature)

I approve this request and direct the Remote Access/System Administrators to create and distribute the unique remote access for the above named Associate.

Information Security Officer: _____ Date: _____

(Signature)