



Computer Access for Emeritus Staff

Medical Staff Policies & Procedures	
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I. PURPOSE:

1. To allow computer access for members of the Medical and Dental Staff consistent with their need for such access
 - a. Transition of Care
 - b. Educational and Research Activities
2. To limit computer access and insure patient privacy

II. POLICY:

1. On transition to Emeritus Staff Status computer access will remain active for 3 months in order to allow smooth transition of care. Physicians who have attained Emeritus Staff status may request continuing “read only” access to the hospital information system to access patient information only of patients they are treating and for *bona fide* educational and research purposes. Physicians requesting such access must
 - a. complete the required system access request form
 - b. discuss their need for access with the Chair of their respective Department
 - c. sign an attestation that the system will be accessed only with specific patient approval and/or in the context of approved educational and research activities
 - d. If the Department Chair agrees, he/she will sign the form and forward it along with the attestation to the Privacy and Security Officer who must approve before access is granted
2. Computer Access will remain active for two years; physicians wishing to retain access beyond the two year period must complete the process above
3. Physicians must notify the medical staff office or their department chair when computer access is no longer required.

**Attestation Form for Emeritus Staff Requesting Continued Access to HMH
Information Systems**

I am requesting continued “read only” access to Hackensack_Meridian Health Information Systems as indicated on the attached System Access Request Form. I hereby attest that I will access patient data only with specific permission by a patient or in the context of an approved educational or research activity in compliance with HIPAA minimum necessary standard.

Print Name

Signature

Date