

AKRON GENERAL MEDICAL CENTER

DEPT POLICY AND PROCEDURE MANUAL

ISSUED	7/99	APPROVAL AUTHORITY	
REVIEWED	12/06, 06/10	NUMBER	NI-004
REVISED	12/06, 01/08, 02/12		

I have received my MCKESSON HORIZON CLINICALS Application user ID and temporary password. I will create my own password upon accessing the application the first time.

I understand that this user ID and password is considered to be my legal signature. Therefore, there is no difference between my written signature and my electronic signature for documenting.

I agree to keep my user ID and password strictly confidential so as to prevent anyone from documenting in my name and to prevent untrained/unauthorized persons from harming the MCKESSON HORIZON CLINICALS Application through inappropriate use.

IF FOR ANY REASON I FEEL MY USER ID AND PASSWORD SECRECY HAS BEEN BREACHED, I WILL IMMEDIATELY REQUEST A NEW USER ID AND PASSWORD FROM THE SYSTEM ADMINISTRATOR OR HER/HIS DESIGNEE.

I understand that I could be subject to disciplinary action if I use another employee's user ID and password. I also understand that I could be subject to disciplinary action if I give out my user ID and password to other employees. (These above-mentioned infractions could be a violation of Major Standards of Conduct. A violation of these will result in the employee receiving a discipline up to and including discharge.)

I will inform my director of any change in my legal signature or role and at that time complete a new computer agreement.

I understand that this system contains confidential employee information. I, therefore, agree to adhere to Human Resources Confidentiality policy (Section 3.12) and other AGHS departmental confidentiality policies.

EMPLOYEE NAME _____
(Last) (First) (MI)

SIGNATURE _____

TITLE _____ DEPT. _____ DATE _____

USER ID: _____ PASSWORD: _____

On your first login to the application, you will be prompted to change your password. Password Requirements: 7-14 characters, at least ONE capital letter, at least ONE lower case letter, at least ONE number, AND there cannot be 3 repeating or consecutive characters – examples: 111, AAA, 123, abc