

OTSEGO MEMORIAL HOSPITAL
Gaylord, Michigan

DATE 2/02
REVIEWED 02/02, 02/03
REVISED 02/02, 02/03
05/05, 03/12 08/07, 10/09
08/14

POLICY & PROCEDURE MANUAL

DEPARTMENT: Information Technology
DISTRIBUTION: All Departments

RE: USER ID & PASSWORDS

CODE # IT.06

POLICY:

The Information Technology department must have a User ID & Password request form filled out by the employee in order to properly grant access to the Health Information systems and to the network. It is imperative that a proper password system is maintained in order to ensure the integrity of the system.

PROCEDURE:

1. When an employee needs a User ID and password for the Health Information systems or the network, the employee must fill out the User ID & Password request form completely. The request form will be filled out by the employee in the Human Resources department at the time of hire. The request form will then be delivered by secure envelope or by hand to the Chief Information Officer and/or Network Administrator.
2. Passwords must contain characters from three of the following four categories, and contain a minimum length of five characters:
 - Uppercase characters (A through Z)
 - Lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphanumeric characters: ~!@#\$\$%^&* _-+=`\|(){}[];'"<>.,?/
3. Employees must not choose passwords that are identical or substantially similar to their User ID's.
4. Passwords must not be written down and left in a place where unauthorized persons might discover them.
5. Passwords must never be shared with another party. This will expose the authorized user to be responsible for the actions that the other party takes with the disclosed password.
6. If at any time an employee feels that his or her password has been compromised, the Chief Information Officer at extension 12400 or Network Administrator at extension

12181 or the employee's supervisor should be notified immediately so that it can be changed.

7. If an employee forgets his or her password, the Chief Information Officer at extension 12400 or Network Administrator at extension 12181 must be contacted in person in order to receive the password. It is the responsibility of each employee to remember his or her password.
8. Upon successful completion of the training required for the specific Health Information system application approved for the employee, he or she will be entered into the Health Information system and granted access to that specific application. The User ID and password will allow the individual to have access to the functions for which they have received authorization and training.
9. The employee's User ID and password will be entered into the network if deemed necessary by the Chief Information Officer and the employee's supervisor. The network includes all personal computer applications separate from the Health Information systems.
10. Improper use of an employee's password may be grounds for disciplinary action, up to and including termination.

Approved: _____ Date: _____

Signed copy on file in the Information Technology department and Administration