

Security and Access to Information

- Your user name and password is your legal signature.
- You are responsible and accountable for all information accessed with your username.
- Only access patient information that is relevant to your job.
- **MHC employees cannot access their information, nor that of family members or anyone else in their personal circle. Viewing your data must be done via the Patient Portal, per the Corporate Code of Conduct.**
- While you may be legally entitled to see your minor child's record, you must contact Medical Records to request the information. The information is provided in paper format, not electronic.
- **Any abuse of the security policy at MHC is subject to disciplinary action.**


Passwords

- Do not write your password down or share it with co-workers.
- When creating passwords remember to create strong, secure passwords.
- Recommended Password length: 15 or more characters.
- Minimum Required length: 10 characters
- Composition: Three of the following four classes must be included:
 - Upper case letters (A-Z)
 - Lower case letters (a-z)
 - Numeric characters (0-9)
 - Special characters excluding blanks(~?@#\$,etc.)
- Passwords must not be or contain:
 - Workforce member's user name, employee ID, workforce member's first and/or last name, immediate family member or pets names, home or current residence, any Munson address, easily guessed personal facts, words common to the community, name of the application itself (PowerChart, etc.)
- Avoid dictionary words, family member names, pets, hobbies, etc., as well as common regional words like "Munson", "Wexford", "Leelanau" or "CherryFest".
- A new password must be different than any of your last four passwords.
- Passwords will be required to be changed every 180 days. You may not change your password several times in the same day, due to an enforced minimum password age of one day.
- If you feel that your password has been compromised, call the Help Desk: 56053.

Tips and Tricks for Remembering Passwords

- Pick something for which you have a point of reference. Example: a license plate number with characters mixed in, such as ~135+Vyg. Try your street name spelled backward with the year you moved there, e.g., 98.rDkaO.
- Combine chemical compounds or other symbols that are familiar to you.
- Use a common phrase or lyric from a favorite song and be creative (combining characters and numbers). ○ Example: "It's always darkest before the storm!" = IADb-4tS!

Logging out of PowerChart

- Exit using the Exit button on the tool bar. 
- Using this button will close charts that are open and close the PowerChart Organizer.
- Check the task bar to make sure you are fully logged out of PowerChart before walking away from the computer.
- Minimize the screen when visitors or non-unit personnel approach to maintain patient confidentiality.