

## **Form SF-1080**

# **TEMPORARY AND/OR FLOAT POOL ACCESS TO PATIENT INFORMATION**

## **CARETRACKER LOG IN POLICY AND PROCEDURE**

### **Policy for Office Manager, Supervisor or Regional Manager**

**Purpose:** To protect the medical information of our patients we need to be able to track who is given what access to the information, when and where.

1. Contact the Help Desk and ask for a Temporary Log In for the Float/Temp.
2. Inform the Help Desk what access the Temp will need, i.e. Demos, Med Records (no MD financial information)
3. **You** assign the Log In and Password, always using the same format: For example: Your office name, the Temp/float's first name and the last 4 digits of the employee's social security number "LPCJane3333" or "DLRDolanJane3333". Ask the float/temp or HR for the Temp's Social Security last four digits.
4. Keep a log of your Temps/Floats (see attached) so that if a privacy or security breach is discovered, we will be able to trace it back to the employee if applicable.
5. When the Temp/Float has completed their assignment in your office, notify the Help Desk to terminate their access.

