

HUMAN RESOURCES

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EMPLOYEE INFORMATION & COMPLIANCE

Name: _____ Date: _____

E-Mail Address: _____ Phone: _____

I have reviewed the following on the Nor-Lea Residency / Student Information Module:

- | | |
|--|---|
| <input type="checkbox"/> Mission, Vision, and Values | <input type="checkbox"/> I would like additional information. |
| <input type="checkbox"/> AIDET | <input type="checkbox"/> I would like additional information. |
| <input type="checkbox"/> Emergency Codes, HIPAA, and Infection Control | <input type="checkbox"/> I would like additional information. |
| <input type="checkbox"/> Empathy | <input type="checkbox"/> I would like additional information. |
| <input type="checkbox"/> Nor-Lea Culture | <input type="checkbox"/> I would like additional information. |
| <input type="checkbox"/> Run, Hide, Fight | <input type="checkbox"/> I would like additional information. |
| <input type="checkbox"/> Dietary Access and Hours | <input type="checkbox"/> I would like additional information. |
| <input type="checkbox"/> Important Contacts | <input type="checkbox"/> I would like additional information. |
| <input type="checkbox"/> IT Security | <input type="checkbox"/> I would like additional information. |

By signing this document, I am affirming that I have completed the Nor-Lea Employee NEO Module and am in compliance with all rules, regulations, policies and procedures covered within.

Signature Date:

Signature of NLHD Human Resources representative: Date:



Electronic Communication, Security, and Internet Use Agreement

Purpose: For Nor-Lea Employees to understand how to utilize Nor-Lea equipment, software, the Internet, and e-mail in an appropriate, ethical and professional manner. This list is not intended to be comprehensive or address all of the information listed within Nor-Lea's HIPAA security policies.

All Nor-Lea-supplied technology and company-related work records belong to the district and not to the employee. Nor-Lea Hospital District routinely monitors use of company-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment. Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the company.

Internet, company-provided equipment (e.g., cell phone, laptops, and computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.2 ISO# 1944 22

The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon Nor-Lea Hospital District or be contrary to Nor-Lea Hospital District's best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cell phones and laptops.

Employees must **not**:

- Copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Use the system in a way that disrupts its use by others. Send or receive large files that could be saved/transferred via thumb drives. Send or receiving files that are not related to work.
- Use personal external storage devices such as a flash drive. External storage devices should be acquired from IT.
- Store sensitive information, including protected health information (PHI) anywhere other than the EMR or network servers.
- Remove Signage indicating Employee Only areas. Employees must consider the sensitivity of the information, including PHI that may be accessed and minimize the possibility of unauthorized access.
- Leave laptops and other mobile equipment unsecured. Any missing devices should be immediately reported to the department supervisor.



- Connect devices that do not belong to Nor-Lea to the network. Public Wi-Fi is available for patients and guests.
- Download unauthorized software onto workstations.
- Use weak passwords. Passwords should be securely stored and not shared with others.
- Use a workstation unattended while logged in. When an employee leaves a workstation, they must lock the workstation or log out. Quick ways to secure a workstation are to badge out, or windows(flag) + L.
- Open suspicious e-mails, pop-ups or downloads. Contact IT with any questions or concerns immediately so that malware or a breach can be swiftly contained.
- Email any PHI that is non encrypted.
- Access personal email using Nor-Lea workstations.

I have read and understand the expectations of this agreement. I understand that employees who fail to follow these guidelines may be subject to the progressive discipline policy.

Name: _____

Signature: _____

Date: _____