



# POLICY & PROCEDURES

## REMOTE ACCESS POLICY AUTHORIZED USER COMPLIANCE STATEMENT A-38

### PURPOSE

The purpose of this policy is to define standards for connecting to The Children's Medical Center's of Dayton (Dayton Children's) network from any host. These standards are designed to minimize the potential exposure to Dayton Children's from damages that may result from unauthorized use of Dayton Children's resources. Damages include, but are not limited to, the loss of sensitive confidential data or intellectual property, damage to critical internal systems, or damage to public image.

### POLICY

**Dayton Children's enables remote connection to its network for legitimate business purposes. In order to protect the integrity and security of the network** all employees, contractors, vendors, affiliate physicians and their office staff with a Dayton Children's-owned or personally owned computer or workstation used to connect to **the** network via dial-up or virtual private network (VPN) **must comply with the provisions of this policy.**

### PROCEDURE

- A. It is the responsibility of Dayton Children's employees, contractors, vendors, physicians **and their office staff** with remote access privileges to Dayton Children's corporate network to ensure that their remote access connection is given the same consideration **their** on-site connection to Dayton Children's.
- B. General access to the Internet for recreational use by immediate household members through the Dayton Children's network on personal computers is not permitted. Dayton Children's employees or affiliates must not violate any Dayton Children's policies, perform illegal activities, or use the access for outside business interests. Dayton Children's employees or affiliates bear responsibility for the consequences should the access be misused.
- C. **Access options are explained in "Remote Access Options and Requirements" found on Dayton Children's Intranet with the *Remote Access Form*.** For additional information regarding Dayton Children's remote access connection options, including how to order or disconnect service, add or remove user accounts or troubleshooting, please contact the Information Services Help Desk at 641-5293.
- D. At no time should any Dayton Children's employee or affiliate provide their login or e-mail password to anyone, including family members.
- E. Dayton Children's employees and **affiliates** with remote access privileges must ensure that their Dayton Children's-owned or personal computer or workstation, which is remotely connected to **the** corporate network, is not connected to any other network at the same time, with the exception of personal networks that are under the complete control of the user.

F. Any employee found to have violated this policy would be subject to disconnection.

**Title of Responsible Party: Director/Information Services and CIO**

Formulated: 10/02  
Effective: 2/03  
Revise Date(s): 11/02, 10/05  
\* = Review without revision

The Children's Medical Center of Dayton

Information Services Department

**DICTATION LINE ACCESS AGREEMENT**

I, \_\_\_\_\_, have read and understand The Children's Medical Center of Dayton's (Dayton Children's) Information Services Department Remote Access Policy. As an authorized user, I agree to abide by the sanctions of this policy. I further agree to comply with the confidentiality guidelines stated in the Health Insurance Portability and Accountability Act of 1996 to protect the privacy, confidentiality and security of all patients' medical information. I understand that failure to meet the requirements of these sanctions could result in permanent disconnection from Dayton Children's network.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date