

DEPARTMENT OF VETERANS AFFAIRS
Miami Medical Center
Computer User Access Notice

<input type="checkbox"/> New Account	<input type="checkbox"/> Re-Activate Account	<input type="checkbox"/> Transferred Employee
<input type="checkbox"/> Menu/Option Change	<input type="checkbox"/> Do Not Create Exchange Mail	

User Data

Last Name:	
First Name:	
MI:	
SSN:	- -
Degree:	MD DO DDS PA ARNP PharmD Other: —

Type Employee: Circle One = Full Time, Part Time, Volunteer, Resident, Student, Intern, Research, Fee-Basis, Consultant, Contract, CWT, IWT, WOC, Task or Other please specify.

Security, Confidentiality, and Ethics Statement:

To insure the security of the data contained in ALL of the Miami VA Medical Center Information Systems, each employee is assigned security codes and passwords and will be held accountable for all work performed or changes made to the information systems to which these codes give them access.

As a user of these systems:

- ◆ I must safeguard the security codes given to me and I WILL NOT disclose the codes to **anyone for any reason**. I will use my codes to gain access to the appropriate information system for the purpose of performing my official duties and limited personal use as specified in VA Directive 6001. If I use an electronic signature code to perform my duties, I understand that I must safeguard that code as well.
 - ◆ I am aware of the regulations for confidentiality and that information about an individual is confidential and protected from disclosure by law (except for specific, legal exceptions or with the individual's consent). Improper disclosure of information to anyone not authorized to receive it may result in a penalty as specified under the Privacy Act of 1972.
 - ◆ I understand that violation or ignorance of this agreement constitutes a security violation and disregard of a direct supervisory order which may result in appropriate disciplinary action under VA Employee Conduct Regulations (VAR 820B) and/or Medical Center Policy 00-04095, and rescission of my access to these information systems.
 - ◆ I understand that Information Data Management (IDM) will conduct periodic audits of data contained in these systems to insure compliance.
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- ◆ All business conducted by the Miami VA Medical Center is accomplished in a manner consistent with VHA, CARF, and JCAHO business standards of ethical conduct and quality care.
 - ◆ Organizational ethics include: Ethical Billing Practices, Appropriate Admission, Discharge, and Transfers, Fair Marketing Practices, Organ Donations, Research and Education, and Avoidance of Conflicts of Interest.

Employee Signature and Date _____