The Doctors Clinic
Policy

Title: Intergy EHR Connect	Section: Information Technology
	Number: x-3
	Page (s): 1 of 2
Effective Date: 05/09/17 Scheduled Review: As Needed Reviewing Department: IEHR/Information Technology	Supersedes:08/02/10

Approving Authorities:

Jay Burghart	Executive Director		05/09/2017
Name	Title	Signature	Date
Brennan Dobbins	Clinical Director		05/09/2017
Name	Title	Signature	Date

Philosophy or Purpose

The Doctors Clinic, now a part of Franciscan Medical Group is committed to providing Healthcare Providers in the local community read- only access to Intergy EHR Software by Greenway via "Intergy EHR Connect" (a remote desktop gateway/host application read-only access) to facilitate improved patient care, integrate patient care services at all levels of delivery, increase efficiency in communicating patient information, decrease unnecessary duplicative tests and services in the community. Assist all Parties in effectively delivering care and collecting, storing, retrieving, protecting patient care information and other related information.
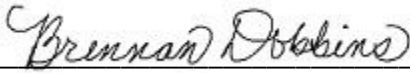
The Doctors Clinic
Procedure

Procedure for Policy Title: "Intergy EHR Connect" to TDC Patient Records	Section: Information Technology Number: x-3 Page (s): 2 of 2
Effective Date: 05/09/17 Scheduled Review: Annually Date of Last Review: Reviewing Department: IEHR/Information Technology	Supersedes Procedure Dated: 08/02/10 Approval: _____ Brennan Dobbins, Clinical & Ancillary Director

1. Community Healthcare Providers and staff may request Read-Only access to IEHR via email to EHR@thedoctorsclinic.com
   a. Link to the email address, required forms, access agreement, pc requirements and instructions at www.thedoctorsclinic.com

2. TDC's IEHR Implementation Team receives the email request access form:
   a. Senior Management member reviews and approves
   b. The signed "Facility Access to Electronic Health Records" and for each individual logon requested the signed "Access User and Confidentiality Agreement" documents is stored in a practice/entity labeled network folder along with all other account correspondence.
   c. An "Intergy EHR Connect" template Track-It work order is created to generate:
      i. Read-Only account logon and random generated temporary password for IEHR and Active Directory logon
      ii. Outlook Template (Intergy EHR Connect) reply to requester with Remote Desktop Gateway /Host address, logon and instructions, IEHR logon, instructions and IEHR Help Desk information including:
         1. User will be prompted to change their password on initial logon and every 90 days thereafter.
         2. The listed contact person for a Facility is required to immediately notify TDC, EHR@thedocotorsclinic.com when a user is no longer employed /associated with the entity.
         3. Any user account inactive for 30 days will be terminated
         4. Problems, concerns, comments call IEHR Help Desk Monday-Friday 8am-5 pm 360-782- 3947 or email EHR@thedoctorsclinic.com
         5. User accounts may be randomly audited for compliance with signed agreements, policy and procedure.
         6. Policy and Procedure will be posted and Users notified of changes of such on the Intergy EHR Connect gateway access page.