

**BROCKTON HOSPITAL
ADMINISTRATIVE POLICY MANUAL**

Subject: Vendor HIS System Access	Page 1 of 1
Effective Date: 9/97	Revised Date: 8/04
References:	Classification Code: 100.959
	Category: I

PURPOSE:

To establish a systematic approach to assure the confidentiality of hospital/patient information in those instances when vendors must access the hospital’s various systems for their business needs.

POLICY:

Brockton Hospital will institute a process of written agreements with external vendors to ensure that hospital information security and confidentiality is not violated during the time of the agreements and thereafter.

RESPONSIBILITY:

The Materials Management and Information Systems departments will coordinate the inclusion of confidentiality and information security clauses within the various software licensing and maintenance agreements in those instances where the vendor must have access to hospital and/or patient information.

PROCEDURE:

1. Materials Management will review all initial software and licensing contracts for inclusion of vendor “confidentiality and security” clauses as well as a Business Associate Agreement.
2. If no clause is included the Materials Management department will confer with the CIO as to the necessity of such a clause or agreement.
3. If it is agreed that confidentiality and security provisions are necessary, they will be added to the contract for vendor agreement.
4. All existing contracts will be reviewed at the time of renewal for the necessity for inclusion of a “confidentiality” statement and Business Associate Agreement.

Administration	Date:	Legal Counsel	Date
Board of Trustees	Date	Medical Staff	Date