



## Affiliate Account Request Information

Please provide the basic information below. **PLEASE PRINT LEGIBLY.**

### AUTHORIZED USER INFORMATION

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_ Last 4 SSN \_\_\_\_\_

Company/Clinic/School Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

\*Note access cannot be granted for more than 1 year. Access will need to be extended and a new agreement signed each year.

\_\_\_\_\_  
Authorized User Signature \_\_\_\_\_ Date \_\_\_\_\_

# Exhibit 1

## Oklahoma State University Medical Center Trust ("OSUMCT") Meditech Network Electronic Access

I, [REDACTED], have been designated as an Authorized User and provided access to patient records via the Meditech Network.

In consideration of the privilege of accessing patient records via Meditech, I agree to abide by the terms and conditions of this OSUMCT Meditech Network Electronic Access Agreement (the "Agreement.") I acknowledge that my office, facility and/or OSUMCT has an active on-going program to review records and transactions for inappropriate access, and I understand that I am responsible for any inappropriate access or disclosure of information in violation of the Health Insurance Portability and Accountability Act (HIPAA) or this Agreement.

I understand that I have the following responsibilities:

- I. Protecting the Meditech Network from unauthorized access; only accessing information for treatment of office patients; not accessing my own records or records of family, colleagues, or anyone else not my patient;
2. Protecting the confidentiality and integrity of information taken from the Meditech Network;
3. Protecting the integrity and confidentiality of my user ID or password;
4. Ensuring that my password is changed periodically and understanding that I am responsible and will be held accountable for all activities occurring under my user ID;
5. Ensuring that antivirus software is installed on all servers and computer workstations linked to the Meditech Network and ensuring that the antivirus software is automatically updated and properly maintained with current virus definitions;
6. Ensuring that computer workstations accessing the network are placed in secure locations and/or protected from unauthorized access;
7. Ensuring that a regularly scheduled or automated scheduling process is in place for identifying and loading appropriate security updates for the operating system, i.e., Microsoft XP, Macintosh, Linux, etc. or any other application software, i.e., Internet Explorer, Firefox, Email, etc., for all servers and computer workstations linked to the OSUMCT computer network; For Microsoft Windows this will often be the use of the auto update feature with the Windows Update Web site (<http://windowsupdate.microsoft.com>);
8. Immediately reporting all potential or actual security and privacy incidents to the OSUMCT Privacy Officer;
9. Immediately reporting any unauthorized access to the Meditech Network to the person serving as my Member or the OSUMCT Privacy Officer;
10. Cooperating fully with any and all investigations of possible security or privacy breaches;
- II. Indemnify, defend and hold harmless OSUMCT and its officers, directors, employees, and agents from and against any and all liability, loss, damage, claims or expenses of any kind whatsoever, including without limitation, reasonable attorneys' fees, costs and expert witness' fees, which may be sustained, suffered, recovered or made against OSUMCT by any third party which arises from or is in any way connected with the use or misuse of the above named OSUMCT applications/electronic information by me or any employees, agents or contractors for whom I have requested access;
12. Accept a non-exclusive, personal, non-transferrable, limited right to have access to and to use Meditech, subject to full compliance with the Terms and Conditions of this Agreement;
13. Use Meditech only for the purposes permitted under the Health Insurance Portability and Accountability Act (HIPAA) and this Agreement; not use Meditech for any purpose or in any manner that is prohibited by the laws of the United States or the laws of the State of Oklahoma, including accessing my own records or records of family, colleagues, or anyone other than my own patients; agree that any misuse of the confidential access code or violation of the law will be considered a violation of this Agreement and subject it to termination; right of access may be revoked if it is determined access capabilities are being misused; acknowledge that HIPAA violations may lead to fines and imprisonment;

14. Be solely responsible for all actions taken or not taken involving treatment, patient care, utilization, management, and quality management for my respective patients and clients resulting from or in any way related to the use of Meditech or the information made available thereby;
15. No recourse against, and hereby waive, any claims against OSUMCT for any loss, damage, claim or cost relating to or resulting from my use or misuse of Meditech;
16. Verify the patient's information with each patient before the information is relied upon in treating or diagnosing the patient; agree that OSUMCT has not represented their services as having the ability to diagnose disease, prescribe treatment or perform any other tasks that constitute the practice of medicine or of other professional or academic disciplines; acknowledgement that OSUMCT shall have no responsibility for or liability related to the accuracy, content, currency, completeness, content or delivery of any data either provided by a data provider or used by me, pursuant to these Terms and Conditions, and
17. Any information obtained from Meditech will be kept confidential pursuant to the HIPAA Privacy Rule and all other applicable federal, state, and local laws, statutes and regulations, as well as my office rules and regulations governing the confidentiality of patient records and information.

I understand and acknowledge that this Agreement survives after termination. I acknowledge that the Information to which I will be granted access involves confidential patient records, protected health information and other demographic information which is governed by various privacy laws. I further understand that access to this information will be routinely audited by my office, facility, and or OSUMCT personnel. In the event that I access information for a reason other than as permitted by law, policy or this Agreement, my right of access may be revoked.

I understand that OSUMCT has the following responsibilities:

- a. After a period of inactivity as defined by OSUMCT, OSUMCT will investigate, disable and terminate access, if applicable, to users who do not access the interconnection to Meditech;
- b. Reserves the right to terminate access to any user at any time for any reason and will immediately terminate access to users who violate or endanger the confidentiality, integrity or accessibility of the OSUMCT network;
- c. OSUMCT does not guarantee system availability;
- d. OSUMCT may, at its discretion, limit the amount of technical support and training provided to third parties;
- e. Updating, quarantining or disconnecting devices that have access to the OSUMCT network when they are found to be endangering the OSUMCT network, and
- f. Provide users with appropriate contact information.

**OSUMCT IT HELP DESK (918) 599-4009**

**OSUMCT PRIVACY OFFICER (918) 599-5215**

\_\_\_\_\_  
 Authorized User

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Trusted Source

\_\_\_\_\_  
 Date



## OSUMC Meditech Student training exam

1. Meditech allows you to.....
  - a. Create a personal list of patients
  - b. Build a cover to quickly view your attending's patients
  - c. Create a progress note
  - d. All of the above
  
2. Which tab on the right hand navigation bar will tell you about the patient's past transfusions?
  - a. Blood Bank
  - b. Laboratory
  - c. Orders
  - d. Patient Care
  
3. Which template should a student use when creating a progress note?
  - a. General physician note
  - b. Consult note
  - c. Student progress note, specific to service
  - d. None of the above
  
4. If a student wanted to review nursing documentation, the free text notes from nursing would be viewable in the Notes tab. Where would you look for more information on Nursing interventions and other medical staff interventions?
  - a. Document tab
  - b. Notices tab
  - c. Patient Care tab
  - d. Summary tab

5. Which tab do you access to start a student progress note?
  - a. Notes
  - b. Reports
  - c. Document
  - d. Clinical data

**True or False**

6. OSUMC physicians enter orders in Meditech \_\_\_\_\_
7. You can copy and insert lab values into a progress note \_\_\_\_\_
8. At OSUMC, students *do not* assign a co-signer to their progress notes \_\_\_\_\_
9. Students can create a draft of a progress note before finalizing it \_\_\_\_\_
10. A student can see progress notes completed by other physicians \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Additional  
comments: \_\_\_\_\_

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