

# Privacy Matters



**Always log out of CIS before you walk away from your computer! This is especially important to remember when working in clinical areas where staff are sharing computers. Logging in and out is necessary to protect the privacy of patients but it also protects you! Anything that is accessed or added while you are logged in, is your responsibility! You must also ensure that you are charting/documenting under your own login for accuracy of records. It is a legal requirement and professional obligation to protect privacy and to keep accurate records. Please note: this is a repeat reminder as these situations do actually occur and are quite frequent.**