

# Privacy Matters



Make sure you log out of CIS and the computer before you walk away at all times! This is especially important to remember when working in clinical areas where staff are sharing computers. Logging out is necessary to protect the privacy of patients but you must also ensure that you are charting/documenting under your own login. To confirm this, look to the bottom right corner of your screen. (see below) If it is not your username, log out. This is everyone's responsibility as you are accountable for what has been charted or accessed under your name. It is a legal requirement and professional obligation to protect privacy and to keep accurate records.

