

Privacy Matters



Protect yourself and your patients! It is important to log into and out of your CIS account each time you are accessing CIS or leaving the computer. Leaving your account logged in when you are not at the computer can give someone else the ability to fraudulently use your account and you would potentially be held accountable for their actions. It is also against policy and contrary to user agreements to use someone else's account, it can cause problems with the accuracy of patient records and we are legally required under the Health Information Act to ensure we are keeping accurate records. Protecting your password, the integrity of your charting and patient's information is a requirement for all and can be as simple as logging into and out of the system. If you have difficulty remembering to log in and out, it might help to make a reminder for yourself such as a sticky note on the edge of the computer screen or a note left on the mousepad.