



Break Glass Policy

Scope

This policy establishes requirements for staff, faculty and students regarding access to LSU Healthcare Network information as well as the responsibilities for stewardship of LSU Healthcare Network information. LSU Healthcare Network information is all information generated or acquired, in printed or machine-readable form, by LSU Healthcare Network faculty, staff, students, contractors or others engaged on the LSU Healthcare Network's behalf, in the course of carrying out the LSU Healthcare Network's mission or conducting its patient care.

Policy Statement

LSU Healthcare Network shall be used only in appropriate purposes. Information is a resource analogous to Network financial and physical resources. All members of the Network community should be aware of their obligations to protect Network information. In particular:

- Network information may not be accessed by or disclosed to anyone who does not need the information to perform the activities and fulfill the responsibilities associated with his or her Network position.
- Those accessing Network information are responsible for giving a password and reason for entering a secured chart.
- Entering Network secured charts without entering the required information will be regarded with utmost seriousness. Alleged violations of this policy will be pursued in accordance with the appropriate disciplinary procedures for faculty, staff and students, and when indicated, sanctions up to and including dismissal will be imposed.

By signing this document, you are acknowledging that you have read and understand LSU Healthcare Network's Break Glass Policy.

Printed Name: _____

Signature:  _____

Date: _____