

THOP
Local IT Systems Access Form

Computers, computer files, the e-mail system, the voice-mail system, and software furnished to employees are Tenet property intended for business use. Voice-mail system, and e-mail system, numerous computers, including portable computers, computer terminal, software, and numerous Internet-connected terminals are available to assist Tenet in conducting business, internally and externally. These systems, including the equipment and the data stored in the systems and all information and materials downloaded into Tenet computers are and remain the property of Tenet. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with policy computer and e-mail usage may be monitored.

Computer access privileges are granted to Tenet employees at the lowest possible level pursuant to the efficient performance of the employee's duties and must be used only for Tenet authorized business. Computer access devices, such as user identity codes and passwords, remain the property of Tenet and are not to be divulged to any other person unless approved by IS Security. Unauthorized access to, use and possession of, removal of, and/or damage to company records is a breach of the Tenet corporate policy and may result in disciplinary and/or legal action.

I will access patient data only as required by my employment or medical staff responsibilities or for approved educational or research purposes. I agree to maintain the confidentiality of all such patient data. I understand that patient health information confidentiality is required by law.

I have read and understood the content of the above Security Statement and agree to accept and abide by the policies stated herein. I understand that I am being issued a security logon to access the Tenet network. This logon is to be treated with utmost confidentiality and I am the only one who will log on with this code.

Print User Name:	User Signature	Date
Print Supervisor Name: Carmela Meyer, EdD	Supervisor Signature	Date
Supervisor Phone: (915) 877-8654	Supervisor Email:	

Please either fax to 298-9838 or email SIE-FaxISForms@tenethealth.com
when completed.

THIS SECTION FOR IS DEPT USE ONLY -

Security Officer Name	Security Officer Signature	Date
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Revised 2/2/2015

Form Approved 12/2019