 <p style="text-align: center;">Heritage Provider Network & Affiliated Medical Groups</p>	Program: Management Information Systems		
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	Authored by: Dave Pfafman	Date: 08/17/2000	Revised by: Dave Pfafman Date: 02/02/2015
	Approved by: Scott Bae	Date: 02/02/2015	
Title of Policy: Internet and Computer Usage			

POLICY:

It is the policy of Heritage Provider Network and its Affiliated Medical Groups (HPN) to limit Internet usage during normal working hours to official business only.


PURPOSE;

As part of Heritage Provider Network's commitment to the utilization of new technologies, most of our employees have access to the Internet. In order to maintain network resource availability, to ensure compliance with existing copyright and decency laws, and to protect the company from being victimized by the threat of viruses or hacking into our systems, the following policy has been established. Violation of this policy can result in the loss of Internet privileges and may result in disciplinary action leading up to and including termination or legal action.

PROCEDURE:

1. The intentional introduction of viruses, or malicious tampering with any computer system, is expressly prohibited. Any such activity will result in immediate disciplinary action and possible termination of employment and legal action.
2. Employees using Heritage Provider Network accounts are acting as representatives of the Corporation. As such, employees should act accordingly so as not to damage the reputation of the institution.
3. Files downloaded from the Internet must be scanned with virus detection software before opening, including email attachments. Employees should not open email attachments from unknown sources nor should they open attachments they were not expecting without verifying their authenticity. All appropriate precautions should be taken to detect viruses and to prevent the infection of other machines. McAfee Virus Scan (or similar software) with current DAT files must be installed on all workstations connected to our network. DAT files should be updated daily.
4. Any programs downloaded from the Internet must be approved by the MIS department prior to installation. This includes but is not limited to screen savers, desktop themes, utilities of any sort and Operating system modifications but does not include Microsoft patches or anti-virus software updates.


PROCEDURE (continued):

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5. The use of Internet radio in any form is strictly prohibited unless business-related or except in the case of an emergency.
6. Accessing streaming media in any form is forbidden except where specifically required to do your job. Examples of streaming media are stock tickers, news tickers, weather tickers, audio and video of any sort including but not limited to iTunes, YouTube and pod casts of any sort.
7. Sending mass emails of a non business nature (Jukes) and email chain letters are strictly forbidden. Broadcasting Internet hoaxes or virus warnings without verification from the MIS department is discouraged.
8. The truth or accuracy of information on the Internet and in email should be considered suspect until confirmed by a separate and reliable source.
9. Employees shall not place company material (copyrighted software, internal correspondence, etc.) on any publicly accessible Internet computer without prior permission and appropriate security precautions.
10. Alternate Internet Service Provider connections to Heritage Provider Network's internal network are not permitted unless expressly authorized by senior management including the ISO and properly protected by appropriate security precautions.
11. The Internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet may be at risk of detection by a third party. Employees must exercise caution and care when transferring such material in any form. Transferring Privacy Act information, which includes any and all patient identifiable information, over the internet without the use of approved encryption is expressly prohibited. Violation of this is a federal offense and punishable by fines and/or jail time.
12. United States copyright and patent laws protect the interests of authors and software developers in their products. It is against federal law and Company policy to violate the copyrights or patents of others on or through the Internet. Staff may not download or use copyrighted material without obtaining written authorization.

PROCEDURE (continued):

13. Any infringing activity by an employee may be the responsibility of the Company. Therefore, Heritage Provider Network may choose to hold the employee liable for their actions. You may

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not disclose confidential information or promote:

- a. personal political beliefs
 - b. personal business interests
 - c. discrimination
 - d. sexual harassment
 - e. any unlawful activity
14. Keeping documents, which are considered obscene, offensive or discriminatory within your computer or on company servers, can result in disciplinary action.
 15. The Company reserves the right to inspect an employee's computer system for violations of this policy.
 16. The Company reserves the right to monitor all email and network activity for violations of this policy.