

# SHARE Remote Access/Terms of Use Agreement

(pg. 3 of SHARE User Access Request Form)

**User Name (please print)**

**Title**

**Clinic or Organization**

**Telephone Number**

All references to SHARE include access to Central Zone's Electronic Legal Medical Record (HPF) via SHARE as applicable. In consideration of receiving access to SHARE, the SHARE remote user (the "user") agrees to the following obligations:

1. The user agrees to complete the following training modules as applicable:
  - SHARE Privacy Zone and Fast Track (SHARE Portal);
  - HPF (SHARE Portal);
  - DIS Privacy and Confidentiality (DIS Portal).
2. The user has read the SHARE Privacy and Security Policy and understands their obligations including, but not limited to, (refer to the SHARE Privacy and Security Policy for a complete list of obligations):
  - The user shall only access SHARE in the performance of the user's role within the health care system; specifically when they have a care relationship with the patient and the information is necessary for the provision of health care;
  - Access to SHARE outside of the provision of care will be treated as a privacy breach;
  - The user is only permitted to print information from SHARE for the purposes of providing health care;
  - The user shall take reasonable precautions to ensure that information printed or being viewed from SHARE is not visible to any person without authorization to view the information;
  - No user shall reveal their password to another person, or allow it to be accessible to another person nor shall they allow another person to access SHARE information using their password. The user agrees that sharing passwords is in violation of this Agreement and may result in termination of access privileges;
  - The user shall immediately report any breach or suspected breach of privacy or security to the organization's Privacy Officer;
  - The user must notify the information services support provider of any potential duplicate patient records they identify in SHARE;
  - The user will be held accountable for any misuse of SHARE access and/or privileges. Any user found to have violated provisions within this policy and/or any other relevant policies and agreements may be subject to suspension or termination of SHARE access privileges and disciplinary action;
  - The user understands that the DHW has the authority to audit and monitor all access to SHARE at any time without notice or warning;
  - The user shall not access SHARE outside of Canada without express prior written permission from the Minister of Health and Wellness;
  - If accessing HPF via SHARE, the user is aware of all Central Zone policies relating to privacy, confidentiality and security. These include the following policies available on the Central Zone website at [http://policy.nshealth.ca/Site\\_Published/DHA9/dha9\\_home.aspx](http://policy.nshealth.ca/Site_Published/DHA9/dha9_home.aspx): CH 30-100 Privacy and Confidentiality of Personal Health Information (PHI), CH 05-015 Computer Password, CH 05-020 Computer End-User Acceptable Use and CH 05-070 Remote Access.
3. The user may enter only non-urgent administrative information related to follow-up of patients in the Notes field.
4. The user is not authorized to enter urgent information, clinical information, or information related to clinical decisions in the Notes field.
5. The terms of this Agreement continue after termination of this Agreement.
6. This Agreement shall be governed by the laws of the Province of Nova Scotia.

**To demonstrate their agreement**, the parties have signed below.

**User:**

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Individual who has authority to sign on behalf of the private healthcare organization:**

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_