

**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

SECTION: **DEPARTMENT OF PHARMACY**

CODE: 1.10.0
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SUBJECT: **DATA PROCESSING ENTRY, SECURITY AND RECORD RETENTION
WITH THE ELECTRONIC HEALTH RECORD**

Policy on Transactions

All inpatient orders involving pharmaceuticals will be performed through the electronic health record (EHR)

Policy on Security

1. Access to the electronic health system will be accomplished only by using the department authorized "LOGON I.D." assigned to the user by DHS ORCHID core staff team and password created by the user. Access will be granted after the user completes the necessary ORCHID course material and the trainer turns in the training verification form via e-mail to the DHS Help Desk. Access is granted usually within 24 hours.
2. Security levels will be established by job duty and according to ORCHID mapping.
3. Employees are prohibited from using a terminal which is currently being accessed by another employee that is still logged in to that terminal.
4. Passwords are confidential and must not be revealed to anyone. Passwords changes are required on a regular basis for security purposes.
5. When leaving a terminal for any reason, user must log off from that terminal.
6. Violations of the policy may be subject to disciplinary action.
7. The Director of Pharmacy or designee will review the list of employees on a regular basis to monitor the following:
 - a. Ongoing appropriateness of security levels.
 - b. To ensure that those individuals no longer employed at Rancho are not still in the system.

Reviewed: 10/1/15bj, 7/30/2018bdk, 4/19/2022 TT

Approved By: 