



Rancho Los Amigos National Rehabilitation Center

INFORMATION MANAGEMENT SERVICES

POLICY AND PROCEDURE

SUBJECT: ACCESS TO INTERNET

Policy No.: 510
Supersedes:
Revision Date: 7/7/2000
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PURPOSE:

To establish the guidelines for requesting access to the Internet and Internet E-mail.

II. POLICY:

To obtain access to the Internet and Internet E-mail a Department of Health Services – Internet E-Mail/Access Application Form must be submitted and signed by the applicant and the supervisor, and approved by a member of the Executive Council.

III. PROCEDURES:

1. The applicant must be an active subscriber to GroupWise.
2. Complete a Department of Health Services-Internet E-mail/Access Application Form (Attachment A).
3. Include a brief justification for the request.
4. Submit the completed form to Supervisor for approval.
5. Submit the approved form to a member of the Executive Council for approval.
6. When approved by the Executive Council submit to:

Help Desk
Information Management Services
Bldg. 100, Basement, Room 12
7. When a user has been added to the system the applicant will be given a System User Code Acknowledgement (Attachment B), and the User ID and Password will be e-mailed to the requestor and the employee's supervisor will also be notified by the Internet/GroupWise Coordinator.
8. The supervisor is to discuss and reinforce the hospital security policies related to use of the Internet for County business only with the employee.