

Centricity Part 1 Training Demo Online Tutorial Completion

I have completed the Online Part 1 Training Demo and Quiz and understand the information provided to me by the Health Information Systems Services (HIS/S) Department. I will contact HIS/S with any future questions pertaining to this subject and understand that I will receive "View Only" access.

Employee Signature	Printed Name	Date

Please keep the original for your files and mail or fax a copy to:

Attention: Tracy Carawan
HIS/S LSA #1 Office #11
Fax # 744-5504

Questions, Comments, Concerns
Contact
Health Information Systems/Services
Phone: (252) 744-2030 Option #2
Fax: (252) 744-5504

I have received the Online Tutorial completion. (To be completed by Staff Developer)

Date _____

Signature: _____

Centricity Part 1 Training Quiz

Please complete the following quiz, sign, and date. Fax to 744.5504 along with the Online Tutorial Completion and Centricity User Agreement form. The User Agreement form can be found on our website www.ecu.edu/hiss under “Request Forms”.

All forms must be signed, dated, and completed prior to receiving a centricity passphrase and user id. HIS/S Department mandates that you MUST score a 70 or above to receive ‘view only’ access.

If your score is not satisfactory, you will be notified by email and you must retake the quiz and fax back to our department.

True or False:

1. It is ok to share your password as long as the person with whom you are sharing is in your location of care.
 True
 False
2. I should always exit out of Centricity when I walk away from my computer.
 True
 False
3. The desktop is my point of entry when logging in to Centricity.
 True
 False
4. The desktop contains the following sections:
 - A. Appointments
 - B. Flags
 - C. Documents
 - D. All of the above
 - E. None of the above
5. Only sensitive charts are confidential.
 True
 False
6. Chart tabs are your reference to review patient data.
 True
 False

7. Confidential Communication and Restrictions are noted in the Chart Banner.

True

False

8. Only current medications are found on the medications tab.

True

False

9. Under what tab can you graph patient data?

A. Summary Tab

B. Alerts Tab

C. Flow Sheet Tab

D. All of the above

10. Attachments are documents scanned into the EMR such as:

A. Hospital Discharge Summaries

B. EKGs

C. Outpatient Notes

D. None of the above

E. All of the above

Sign: _____ Date: _____

Date received by HIS/S: _____

Score: _____

**ECU PHYSICIANS'
CENTRICITY USAGE AGREEMENT**

Security, confidentiality, and data integrity are matters of concern for all persons who have access to Centricity. Each person who accesses Centricity must recognize these responsibilities and be entrusted in their preservation. Therefore, before being afforded Centricity access privileges, all authorized persons must read and comply with this usage agreement and ECU Physicians' electronic signature and information security policies.

The following specific principles concerning security, confidentiality, and integrity of Centricity's health records are applicable to all staff, faculty, students, and employees of the School of Medicine who are authorized to access Centricity. I will:

- Not release my Centricity user identification or password (electronic signature/authentication device where applicable) to anyone else, or unintentionally allow anyone else to access or alter information under my identity.
- Not utilize anyone else's user identification or password to access Centricity or alter information. User must exit to the logon window when not at workstation.
- Understand that the information accessed through Centricity contains sensitive and confidential patient information that should only be disclosed to those authorized to receive it.
- Respect the privacy and rules governing the use of confidential information accessible through Centricity and only utilize such information to perform my legitimate job duties and will report any such suspected violations.
- Understand that all access, attempts to access, and accomplishment of specific functions (e.g. entry and authentication of information, access to records identified as sensitive, accumulation of unsigned documents, etc.) will be monitored.
- Respect the confidentiality of any reports containing patient information printed from Centricity and handle, store, use, and dispose of these reports appropriately.
- Understand that the authentication (electronically signing) of documents within Centricity will be treated as a written signature with all the ethical, business, and legal implications associated thereof.
- Not affix an electronic signature without authorization.
- Not divulge, copy, benefit personally, alter or destroy, or remove either electronically or hard copy from this premises any information contained within Centricity except as properly authorized within the scope of my professional duties.
- Understand that I have no right or ownership interest in information within Centricity, that my access code may be revoked at any time, and I will notify Health Information Systems/Services upon my termination of employment or permanent change of job duties.

Violators of this Agreement and other relevant policies may be subject to disciplinary actions according to the policies of East Carolina University, Brody School of Medicine, and under laws of the State of North Carolina.

I have attended an orientation session for Centricity and received Centricity reference material. By signing this, I agree that I have read, understand, and will comply with this Agreement and its associated policies.

Print Employee Name: _____ Title: _____

Employee's Signature: _____ Date _____

Department: _____

For Centricity Administrator only:

User ID: _____ Activate Date: _____ Deactivation Date: _____

Trained: Orientation Individual **Date:** _____ **Trainer:** _____

Centricity Role:

Clinical Support Staff	Medical Office Asst	Other Provider	Reporting
Flag Administrator	Medical Records	Physician Attending	Student Intern
Generic	Medical Records Confid	Physician Extender	Support Staff
Licensed Nurse	Medical Records Release	Physician Res/Fellow	System Admin
Link Logic Manager	Medical Records Sig	Referral Specialist	View Only
Centricity Manager	On Demand Access	Registered Nurse	

COMMENTS: _____