

Tufts Medicine Care at Home Parent, Inc.

SUBJECT: AGENCY ISSUED COMPUTER EQUIPMENT

PURPOSE: To protect the equipment and to assure proper utilization of the equipment.

POLICY:

It is the responsibility of all office and field employees to protect computer equipment from damage and to utilize it for work related purposes only. Computer equipment refers to any agency-issued computer, tablet, laptop, printer, mouse, stylus, AC adapter, vehicle adapter, and laptop case.

This policy covers computer equipment assigned to employees for their daily use as well as equipment loaned to employees on a temporary basis. In order to be issued any equipment, the employee must read and sign this policy.

PROCEDURE:

1. Protecting Computers

- A. Employees are responsible for reducing the possibility of theft or damage to computers by following the guidelines outlined in Attachment 1 "*General Guidelines – Care and Use*".
- B. Employees are responsible for protecting the data contained on the computer equipment. Employees are required to abide by the Confidentiality policy #1521 and sign the "Confidentiality Statement" attached to that policy.
- C. Employees may not store non-work-related information on agency-issued computers.
- D. Employees may not download software onto agency-issued computers.
- E. Family members or friends are not allowed to use agency-issued computers.
- F. Management has the right to review the information contained in any computer, e.g., e-mail, etc. at its discretion.

2. Lost, Stolen, or Damaged Equipment

- A. Employees must immediately report any lost, stolen, or damaged equipment to their manager and MIS. A report will be completed by MIS and provided to the employee's manager.
- B. Employees may be responsible for repair/replacement costs if found neglectful in use and did not follow "*General Guidelines – Care and Use*" outlined in attachment 1.
- C. For stolen equipment, a police report must be filed, and a copy brought to MIS.
- D. Whenever assignment of responsibility for lost or damaged equipment is in dispute, the employee will meet with a committee to review the circumstances surrounding the damaged or lost equipment. A decision based on all the facts will be made as to financial responsibility of the employee. This committee will consist of a Human Resources representative, the VP or designated representative of the company or division, the employee's manager, an MIS representative and two peers of the employee. If it is determined by a majority of the committee members that the employee is responsible for the damage or loss, the employee agrees to pay the cost of the replacement/repair.

3. Disabled PalmWyse Database

- A. The employee must connect the PalmWyse database per agency *Policy #2048 – “Completion of Patient Care Documentation in the Electronic Medical Record”*.
 - B. The employee must exchange their PalmWyse database at the beginning and end of their workday. If an employee cannot exchange their PalmWyse database for three consecutive days due to - vacation, leave of absence, or hardware issue, the employee must return the computer to MIS along with the AC adapter. Failure to exchange PalmWyse data every 7 days will result in a disabled PalmWyse database. The employee will be charged \$250.00 for database reactivation.
4. Immediately upon employee’s termination, all computers and accessories in employee’s possession must be returned in proper working condition to Human Resources. The terminating employee will be assessed for any damage to, or loss of computer equipment as defined in this policy.

Responsibility: Employees Using Agency-Issued Devices

Distribution: Leadership

Company Name Change Effective 6/02/2022

CEO Signature:	_____ / ____ / ____ Date
----------------	-----------------------------

General Usage:

- Use computer equipment on a sturdy, hard surface.
- Never use computer equipment with soiled hands.
- Do not use the computer equipment in noticeably soiled or wet areas, or near water.
- Never leave portable computer equipment unattended in an unsecured place.
- Do not eat or drink near the computer equipment.
- Use only stylus or fingertip (do not use fingernail) whenever touching/tapping the computer screen.
- Never place heavy objects on the top of the equipment.
- Computer equipment should not be exposed to heat above 95° F or cold below 41° F. Protect the computer from direct sunlight. Do not leave device in car- especially during extreme heat or cold.
- Always use surge protector when plugged into outlet.

Field Device Usage (in addition to above):

- Connect device regularly per agency policy
- Quit out of PalmWyse between visits to maintain patient privacy
- To prevent damage to computer ports, all ancillaries (A/C adapters, external air cards, mouse, etc.) must be detached from the computer when not in use. Ancillaries must be removed and stored before device is placed in storage case.
- Close antenna when not in use
- Always plug into power source during connections
- Charge device overnight and as needed throughout the day
- If the computer equipment becomes contaminated, power off the computer and wipe it down with alcohol wipes just prior to placing it in the computer equipment carrying bag.
- Medical supplies, personal belongings, clinical charts, etc should not be carried in the computer equipment bag.
- To prevent damage to portable computer equipment during transport, carry in appropriate equipment carrying bag;

Tufts Medicine Care at Home Parent, Inc.

“Employee Sign-Off Sheet”

I, _____, have received a copy of *Policy #2102 – “Agency Issued Computer Equipment”*, and a copy of *Attachment #1 - “General Guidelines – Care & Use”*. I understand I may be held financially responsible for computer damage and reactivation charges in accordance with the information in this policy.

Employee Signature: _____

Date: _____/_____/_____