

## Home Health Foundation

### Agency owned mobile device agreement and acknowledgement

As an employee of Home Health Foundation, I have been issued an agency mobile device with a protective bag, charger and charger cable.

These items have been issued for business use and are the property of Home Health Foundation.

In order to safeguard these items, I understand that the Mobile device must be:

- Transported in the carrying case
- Be protected from temperature extremes
- Be protected from exposure to liquids
- Not left in a vehicle, except when it is not safe to take it into a patient home or other locations that would be inappropriate to bring the device in to. In those instances, the device must be kept: out of sight, and the vehicle locked.

Further, I understand that it is my responsibility that:

- I will notify my manager immediately if the mobile phone or accessories are damaged, stolen or lost. Should this occur as a result of my neglect, abuse or improper storage I may be held financially responsible for replacement up to the full cost of the item or items.
- Mobile devices used to send, receive, store, or access PHI are utilized in a manner that protects the remote confidentiality, integrity and availability of PHI.
- Appropriate safeguards will be taken to prevent access to unauthorized users.
- Each person using agency devices are responsible for the content of any data input into the device or transmits through or outside the agency. No person may hide their identity as the author of the entry or represent that someone else entered the data or sent the message. All personnel will familiarize themselves with and comply with the covered entity's email policy.
- No employee may access any confidential patient or other information that they do not have a need to know. No employee may disclose confidential patient or other information unless properly authorized.
- Employees may not use agency devices to solicit for outside business ventures, organizational campaigns, political activities, or religious causes. Nor may they enter, transmit, or maintain communications of a discriminatory or harassing nature or materials that are obscene or x-rated. No person shall enter, transmit, or maintain messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, sexual preference, or health condition. No person shall enter, maintain, or transmit any abusive, profane or offensive language.
- The agency or its delegate at any time can monitor the mobile device for technical support reasons, to ensure appropriate use of the device and monitoring for abuse of data service.
- If I do not return my mobile device and accessories in good working condition immediately upon termination, I can be held financially responsible for the replacement cost of the item or items.

## Mobile Device Deployment Checklist

### Equipment and accessories:

- Dell 5420 14" Touch Screen Laptop
- AC Adapter for charging (home/office charger)
- DC Adapter for charging (car charger)
- Soft Stylus Pen for use with the touch screen

### Configuration:

Mobile device has been set up with:

- CheckPoint VPN Tested with Sign In
- Work email (Outlook) Activated & Tested with Sign In
- Office 365 Activated
- Epic Remote Client Activated & Tested with Sign In
- Adobe Acrobat Tested

By signing below, I acknowledge I have read, understand and agree to the Agency owned mobile device agreement and acknowledgement and the mobile device has been set up correctly according to the Mobile Device Checklist

Signature of employee: \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Asset Tag of Device: \_\_\_\_\_

(For IT use) Setup and Deployment Completed by:

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

Asset Manager Updated, Agreement Scanned and sent to HR by:

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