

Information Security Agreement

Computerized information systems are one of the Company's most valuable assets. Our success and the privacy of our patients depend on the protection of this information against theft, destruction or disclosure to outside interests.

Employees, physicians, consultants, and vendors may at some time be required to operate computer equipment or have access to software systems as part of their performance or duties for Memorial Hermann Health System. Those charged with this responsibility must understand information security policies in effect throughout the Company.

Therefore, I agree to the following provisions:

- Not to operate or attempt to operate computer equipment without specific authorization from supervisors.
- Not to demonstrate the operation of computer equipment to anyone without specific authorization.
- To maintain assigned passwords that allows access to computer systems and equipment in strictest confidence and not disclose a password with anyone, at any time, for any reason.
- To contact my supervisor or Security Coordinator/Designee immediately and request a new password(s) if mine is (are) accidentally revealed.
- Not to record passwords in any manner, as this increases the possibility of accidental disclosure.
- Not to disclose any portion of the Company's computerized system with any unauthorized individuals. This includes, but is not limited to, the design, programming techniques, flow charts, source code, screens and documentation created by Company employees or outside sources.
- Not to disclose any portion of a patient's record except to the recipient designated by the patient or to a recipient authorized by the Company who has a need-to-know in order to provide for the continuing care of the patient or to discharge one's employment or other service obligation to the company.
- To report activity that is contrary to the provision of this agreement to my supervisor or Security Coordinator.
- I understand that failure to comply with the above policies will result in formal disciplinary action, up to and possibly including termination from the Company in the case of employees and the termination or cancellation or agreements in the case of physicians, consultants or vendors.

Printed Name: _____

Signature: _____ Date: _____