

MedcomSoft

Application Service Provider Privacy & Security Policies

Access	It is the policy of MedcomSoft Inc. and its subsidiaries ("MedcomSoft") that protected health information ("PHI") be used or disclosed only as permitted by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") or other applicable legislation.
Authorization	The Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and its implementing regulations (the "HIPAA Privacy Regulations") govern who is authorized to access health information (referred to as "protected health information" or "PHI," for short) created or maintained by, among others, health plans, insurance companies and employer-sponsored group health plans, health care clearinghouses, and health care providers (collectively referred to as "covered entities").
Authentication	<p>In order to ensure that MedcomSoft complies with applicable law, meets the expectations of its customers and complies with agreements signed with its customers relating to the handling and use of PHI, the following procedures have been developed and are to be followed:</p> <ul style="list-style-type: none"> • Patient databases or other electronic information received by MedcomSoft will be installed on and only on a subdirectory controlled by System Administrator, • The System Administrator will protect such Database subdirectory with a password. • The Customer Support supervisor and QA manager will be given access to such Database subdirectory for testing and troubleshooting purposes. The password shall be changed every month by System Administrator. • After moving the data onto the above-mentioned subdirectory, the media shall be properly labeled, sealed with a security seal and stored in a secure (locked) location to be designated by the System Administrator. • Medcomsoft requires each Provider (MD, DO, PA or NP) License and User to have two distinct sets of user name and password; one to access the hosted server and a the other to access the Medcomsoft application.

Audit	Medcomsoft's application maintains a real time record (log) of all access to the application including the assigned user, the user's practice, the user's location, the area of the application that was accessed, the action taken, and the date and time of access and action
Secondary Uses of Data	No PHI may be provided to third parties, in any circumstances
Data Ownership	The data is owned by the client