



# POST N TRACK (PNT) Portal User Agreement Organizational User/Non-MMC Organization

CMO, The Care Management Company (“CMO”) has a responsibility to protect the confidentiality and security of patient information that is stored in the Post-N-Track (PNT) Portal system. The CMO will periodically monitor and audit PNT Portal user accounts to ensure that PNT Portal is being used appropriately.

As an organization whose employees/staff are going to be granted access to PNT Portal, on behalf of the organization, I agree that the organization will comply with the following:

- The organization will ensure that its employees/ staff will keep confidential all patient information accessed through PNT Portal whether in the direct provision of patient care or otherwise.
- The organization will ensure that its employees/ staff will access and use patient information maintained in PNT Portal only on a need to know basis and only for activities that are within the scope of employees'/staff employment.
- The organization will ensure that its employees/ staff will disclose patient information maintained in PNT Portal consistent with the organization’s policies for disclosing confidential information and/or applicable law and within the scope of the employees'/staff job responsibilities.
- The organization will ensure that its employees/ staff will keep their PNT Portal passwords confidential and will not share them with anyone **for any reason. The organization understands that each new employee/staff member must obtain his or her own PNT Portal password and that it is a violation of PNT Portal policies to give any employee, whether new or already employed, the password of another employee or the password of a terminated employee.**
- The organization must notify CMO Provider Relations either by e-mail or telephone, within 30 days of a PNT Portal user’s termination from employment.
- The organization will ensure that its employees/ staff will log off of PNT Portal, lock computer screens, use screen savers or otherwise prohibit access to PNT Portal if the employees/staff are going to be away from the computer on which they are using PNT Portal.
- The organization will immediately contact CMO Provider Relation Department at (914) 377- 4477 if it has reason to believe that employee/staff PNT Portal passwords have been discovered or revealed.
- The organization will immediately contact CMO Provider Relation Department at (914) 377- 4477 if it suspects that there has been any unauthorized access to or inappropriate use of the patient information in PNT Portal.

I understand that it is the responsibility of the organization to ensure the confidentiality of all patient information maintained in PNT Portal. Improper disclosure or misuse of such information, whether intentional or due to neglect on the part of the organization, is a violation of this agreement and may lead to PNT Portal access being revoked, in addition to any other state or federal legal remedies that may exist.

**PLEASE FAX SIGNED AGREEMENT TO 914-377-4794.**

NAME (Print): \_\_\_\_\_

GROUP NAME: \_\_\_\_\_ TAX ID# \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_