

MUSC
Office of the CIO
Information Services (IS)
(843)792-4175 (Main)
(843)792-8319 (Fax)

To: IS Hospital Administrative Systems Team (HAS Team)

2nd Floor Harbor view Towers

From: _____ Ext. _____

Of: _____

Fax Number: 792-8319

Date: _____ Time: _____

Number of pages including cover sheet: _____

Urgent reply requested YES _____ NO _____

Please route additional copies to: _____

COMPUTER ACCESS SECURITY AGREEMENT

11-01

Purpose: To request a user account with Keane and to protect integrity, availability and confidentiality patient information. The employee, faculty, or staff member will abide by all policies that govern information to include HIPAA, Information Security, MUHA policy and enterprise wide MUSC policy.

- Policies:** Any employee who uses the Keane computer system to perform necessary job related functions will be subject to disciplinary action in accordance with UMA/MUSC Human Resources Management Policy, should he/she:
1. Allow his/her log-on password to be used by anyone else (3 Day suspension)
 2. Use another employee's log-on password. (3 day suspension to dismissal)
 3. Knowingly add inappropriate information or alter information. (dismissal)
 4. Reveal confidential information to unauthorized personnel or third parties. (3 day suspension to dismissal)

- Procedures:**
1. Entry and update of information in the system will be monitored to ensure that the policies are followed. Employees logon Ids will be periodically monitored to ensure patient confidentiality.
 2. New employees will receive logon Ids from the appropriate system manager.
 3. Any employee who cannot remember his/her password may obtain it from the OCIO-IS-Helpdesk.
 4. CyberQuery privileges will be given with written approval from Steven Brice Nash and Peggy Thompson, Keane System Owner.
 5. Upon termination of employment, the individual's logon ID will be deleted from the system.

___ Keane Fax to 792-8319

___ MUSC ___ CMH ICD9 Code Access: ___ Inpatient ___ Outpatient (Coders Only)

MNA/Network Logon ID: _____ TCODE LEVEL ___ CQ ACCESS _____

User's Full Name _____ (Last,First,Middle) Initials: ___ ___

Employee ID # _____ Work Phone #(Required) _____

Department Name: _____ Location(Bldg/Room#): _____

Supervisor's Name: _____ Work Phone _____

If requestor is replacing an employee
please provide old Id to delete:

Supervisor's Signature: _____

Registration Trainer Approval Signature: _____ On (date): _____

Employee Signature: _____ On (date): _____

I have read and understand this statement, and I have received a copy of it. By signing Above, I agree with these policies and agree to follow these procedures.

Security Administrator Section – DO NOT WRITE IN THIS BOX

Logon Id: _____ Password Assigned: _____ EZA _____

Application Completed: _____ By: _____

System Completed: _____ By: _____

___ ADD ___ CHANGE ___ DELETE ___ Recertification Date: _____

Security Access

Patient Account Management

Application Code: **PA**

User Name / User Logon ID: _____

Function	YES	Function	YES
001 Patient Inquiry	_____	016 Claims Data Entry	_____
002 Inquiry 1	_____	017 Patient Master Updates	_____
003 Inquiry/Update 1	_____	018 Insurance Balance Adjustments	_____
004 Inquiry/Update 2	_____	019 A/R to B/D Write-Off	_____
005 Inquiry/Update 3	_____	020 B/D to A/R Reinstatement	_____
006 Inquiry/Update 4	_____	021 Charge & Adjustment Entry	_____
007 Inquiry/Update 5	_____	022 Payment / Adjustment Entry	_____
008 Inquiry/Update 6	_____	023 Batch Balance & Error Rpt	_____
009 Inquiry/Update 7	_____	024 Account Consolidation	_____
010 Inquiry/Update 8	_____	025 Patient to Patient Link Maint	_____
011 Inquiry/Update 9	_____	026 Revenue Reclassifications	_____
012 Inquiry/Update 10	_____	027 Billing Requests & Prints	_____
013 Inquiry/Update 11	_____	028 Single Demand Bill	_____
014 Inquiry/Update 12	_____	029 Force Dayend Rebills	_____
015 Insurance Verification	_____	030 Force Dayend Bills	_____

Function	YES	Function	YES
031 Cycle Bill Maintenance	_____	046 Logs Account Inquiry	_____
032 Claims Maintenance	_____	047 Logs Account Addition	_____
033 A/R Admit / Reinstatement	_____	048 Logs Account Update	_____
034 B/D Admit / Reinstatement	_____	049 Logs Account Deletion	_____
035 Rugs Assessment Maint	_____	050 Interface Account Retransmit	_____
036 IRF CMG Coding Entry	_____	051 Pending Adjustments	_____
037 MSP Questionnaire	_____	052 Cycle Bill Corrections	_____
038 Patient / Census Search	_____	053 Invoice Tracking Update #1	_____
039 Online Census Summary	_____	054 Invoice Tracking Update #2	_____
040 Management Summary Inq	_____	055 Eligibility Checking – Stand A	_____
041 STAT Reporting	_____	056 Suspense Chrg Batch Correction	_____
042 Aged Cycle Billing Bal Rep	_____	101 Visit Data Inquiry	_____
043 Patient Profile Print	_____	102 Detail Insurance Inquiry	_____
044 Face Sheet / Embosser Reprint	_____	103 Charge / Pay Inquiry - Today	_____
045 CQCS Report Writer	_____	104 Combined Transaction Inquiry	_____

Prepared by: _____ Date: _____

Approved by: _____ Date: _____

Security Access

Patient Account Management

Application Code: **PA**

User Name / User Logon ID: _____

Function	YES	Function	YES
105 Charge Inquiry Previous	_____	120 CPT Procedure Code Inquiry	_____
106 Departmental Charge Inquiry	_____	121 Patient Master Updates	_____
107 Late Charge Inquiry	_____	122 Patient Master Field Inquiry	_____
108 Current Charge Summary	_____	123 Mother Baby Link Inquiry	_____
109 Current Room Charge Sum	_____	124 Billing Summary Inquiry	_____
110 Print Account Comments	_____	125 Billing Holds Inquiry	_____
111 Prior Bill Charge Summary	_____	126 Census Activity Summary	_____
112 Prior Bill Room Chrg Sum	_____	127 Not for general use	_____
113 Select Payment Inquiry	_____	128 Prior Conversion Chrg Inq	_____
114 Payment Inquiry	_____	129 Revenue Code Sum Inquiry	_____
115 Account Comments	_____	130 1Mage Document Viewer	_____
116 Admit Diagnosis Inquiry	_____	131 Cost Accounting Inquiry	_____
117 Current Diagnosis Inquiry	_____	132 Account Follow-up Access	_____
118 Admit Procedure Inquiry	_____	133 Adjustment Requests	_____
119 Current Procedure Inquiry	_____	134 T-Code Transfer Requests	_____

Function	YES	Function	YES
135 Charge W/Off Requests	_____		
136 Refund Requests	_____		
137 Global Comment Posting	_____		
138 Invoice Tracking Inquiry	_____		
145 Access TRX Updt Funcs	_____		
146 Charge Header Change Access	_____		
147 Pay Header Change Access	_____		
148 Charge Batch Delete Access	_____		
149 Payment Batch Delete Access	_____		

Prepared by: _____ Date: _____

Approved by: _____ Date: _____