

UMC Health System - EpicCare Link Site Terms and Conditions.

An EpicCare Link Site Administrator (“Site Administrator”) is the person who will be responsible for requesting EpicCare Link access for their organization (“Outside Entity” or “Site”) and who will serve as the Primary-Point-of-Contact for their organization. Each Site shall designate up to two Site Administrators. By submitting a Site request for access, Site Administrator agrees that they are accepting and agreeing to the UMC Health System - EpicCare Link Site Terms and Conditions and the UMC Health System - EpicCare Link Outside Entity Terms & Conditions. Site Administrator certifies that they are a duly authorized representative of their respective Outside Entity, and that they have full power and authority to enter into and bind the Outside Entity to the terms and conditions stated herein. By submitting a request for access, Site Administrator confirms that such request is within the scope of their authority.

Site Administrator Responsibilities:

- Site Administrator must have an EpicCare Link Access Request on file with UMC Health System which designates them as the Site Administrator for the Outside Entity. The Site Administrator will indicate the location(s) the Site Administrator is responsible for in the Access Request.
- Site Administrators may receive ad hoc communications from UMC Health System if/when important information needs to be communicated to the Outside Entity. Site Administrator is responsible for relaying such communications to the Outside Entity, as applicable.
- After establishing access, the Site Administrator is responsible for submitting Access Requests for associates within the Outside Entity. If the associate is approved for access, Site Administrator will receive an In Basket message in EpicCare Link providing the associate’s login information. The associate will then be considered a User.
- Site Administrator is responsible for ensuring Users comply with the *UMC Health System – Epic Care Link User Terms & Conditions*.
- Site Administrator shall immediately notify UMC Health System in the event a password assigned to a User is compromised or disclosed to a person other than the User.
- Site Administrator shall conduct audits of User access every 90 days.
- Site Administrator acknowledges that if it fails to complete User access audits when due, access for all Users of the Outside Entity will terminate.
- Site Administrator shall ensure the Outside Entity provides annual training to its Users on topics related to information security and patient confidentiality. Site Administrator shall maintain written records of the annual trainings and provide copies to UMC Health System upon request.
- Site Administrator shall also comply with *UMC Health System – Epic Care Link User Terms & Conditions*.

Requesting a New Site Administrator

- If the Site Administrator can no longer serve as the Site Administrator, a representative from the Outside Entity shall notify UMC Health System. Thereafter, the Outside Entity shall quickly select a new Site Administrator. If after thirty (30) days a new Site Administrator has not been designated, UMC Health System may terminate access for all Users of the Outside Entity.
- Outside Entity is responsible for the acts and omissions of its Site Administrator.