

Invent EMR Security Procedure Guidelines

We recommend the following security standards to be adopted within medical firms :

1. Each user should have their own unique login password & change it periodically
2. Never share your password with others
3. Never keep your system login open when you leave your PC
4. If someone uses your login, you are liable for any actions taken on your behalf!
5. Network security : is your server and network secured ?
6. The following features to be activated in the system

| Item | Description |
|---------------------------------|---|
| Strong passwords | Enable the option form securely to force users to choose a complex password |
| Admin options | The following options should only be given to admin users: setup, chose database, security admin & user query. |
| Auto log off | Enable the auto log off feature. The system will log you off automatically , recommended time 15 mins max |
| Security groups | Medical firms owners / admins must validate secure groups in the system and understand meaning of each item |
| Time restrictions on actions | The system will allow you add time restriction on certain actions : editing procedures , payment date edit, invoice edit, sheets edits ..etc. |
| Audit Trail | Understand all actions taken on patients within certain dates, do you know how to access “Audit Trail”? |
| Doctors notes | It’s recommend not to allow doctors/providers edit notes done by other doctors/providers |
| Payment & invoice delete | Only certain users should be able to delete and even if they do the “Payment delete log” must be enabled. Can everyone manage invoices ? |
| Treatment , charting & Progress | Progress , treatment plans, charts and medical history : usually allowed for doctors only |
| Images | Is everyone allowed to see images? Do you know how to add password-protected folders ? |
| Appointment | Can everyone change appointments? Shift appointments? |
| Discounts | Can everyone give it edit discounts ? |



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| Reports | Check who has access to reports. You can have custom reports for certain users! Do you have password on custom reports ? |
| Schedule | Its recommended not to allow everyone to change users schedule. Ideally, only reception staff should have such options |
| SMS | Can anyone send SMS to users? Bulk SMS? Single SMS? Do you know to control all of this ? |
| Medical forms /Sheets | Can anyone add sheets or edit them ? |
| Invent EMR Mobile app | Do you know how to fully manage permission of mobile access users ? |