

Purpose

This document sets forth the roles, responsibilities, and obligations that I understand and accept as the designated Site Administrator for EpicCare Link access on behalf of the organization listed below. By signing this Acknowledgement, I confirm my understand that these responsibilities are essential for proper management of EpicCare Link access and compliance with Roper St. Francis Healthcare (RSFH) policies and applicable laws.

Designation of Site Administrator:

I understand that as Site Administrator, I play an essential role in managing EpicCare Link access and ensuring clear, timely communication between RSFH and my Organization's users. I acknowledge that I will act as the primary contact for all EpicCare Link users within the Organization and will be responsible for overseeing user access and support.

Each Site Administrator must have a completed RSFH EpicCare Link Access Request Form on file, signed by the Organization's site leadership. Site Administrators may manage one or multiple physical or operational locations, which must be clearly listed on the Access Request Form.

Responsibilities of the Site Administrator:

I acknowledge and accept responsibility to:

- Designate and monitor the appropriate level of access and use of EpicCare Link for each user, based on their job function, credentialing, and applicable scope of practice.
- Submit, approve, and manage all EpicCare Link access requests for the Organization's staff.
- Ensure all users have received appropriate HIPAA training and understand compliance requirements related to Protected Health Information (PHI).
- Notify RSFH of any changes to Organization configuration, including changes to contact information (address, email, phone) or Organization name.
- Notify RSFH within 24 hours of having knowledge that an employee used EpicCare Link to acquire, access, view, use or disclose PHI for any purpose other than treatment, payment, or healthcare operation or for any unauthorized purpose by emailing privacy@rsfh.com.

Communication and System Changes:

Site Administrators will serve as the primary recipient of RSFH communications regarding system upgrades, new EpicCare Link features, policy changes, and other important updates. The Organization agrees to ensure that the Site Administrator remains engaged and responsive to such communications.

Changes in Site Administrator Role:

If a designated Site Administrator is no longer able to fulfill their responsibilities (due to departure, reassignment, etc.), the Organization agrees to notify RSFH within 30 days. A new Site Administrator must be designated by submitting an updated EpicCare Link Access Request Form, signed by the Organization's leadership.

Audit and Compliance Cooperation:

RSFH has the right, at any time, to monitor, audit, and review activities and methods outlined here and to ensure compliance with Federal and State regulations. The Site Administrator agrees to fully cooperate with any RSFH audits or compliance reviews related to EpicCare Link usage, user access levels, and policy adherence.

EpicCare Link Site Administrator Acknowledgement



Dept of
Corporate
Compliance
& Privacy

Non-Compliance:

I understand that failure to comply with the duties outlined above may result in termination of EpicCare Link access for all users. I acknowledge that in such cases, Roper St. Francis Healthcare may require the designation of a new Site Administrator before access can be reinstated.

Acknowledgement:

By signing below, I acknowledge that I have read and understand my responsibilities as Site Administrator as outlined above and affirm my commitment to upholding RSFH standards and compliance requirements.

Printed Name: _____

Signature: _____

Practice Name: _____

Date: _____