

myCSVFolder INFORMATION SHEET FOR ADULT PATIENT OR CHILD AGE 0 to 13

Disclosure: CHRISTUS ST. Vincent Regional Medical Center (CSVRMC) is offering access to *myCSVFolder* patient portal as a courtesy to our patients. The patient portal is a secure web-based tool that provides patients the ability to access their health information and communicate with their CSVRMC Health care team. This form is intended to inform you of the facts and risks surrounding the use of a web portal.

CSVRMC Health Information Services (HIS) Policy and Procedures regarding the Patient Portal

1. Patients may have electronic access to certain parts of their health information, such as medical history, medications, and lab results, through a secure web site linked to the myCSVFolder electronic medical record system. Certain results of a sensitive nature may not be viewable in the portal.
2. The myCSVFolder patient portal is not a replacement for in-person health care. It is not appropriate to use this portal for emergency diagnosis or treatment.
3. Patient enrollment is by request through the CSVRMC Patient Registration department. You will be sent an email invitation that you need to complete within 90 days. Your email address will be your username for the portal and you will create your portal password.
4. For patient and proxy (substitute or additional) access:
 - a. Patients age 0 to 13 access for the child. Only the parent(s)/legal guardian is allowed access as a proxy.
 - b. Patients age 17 or older: May have own access and may grant proxy access to any other.
5. The patient or legally authorized representative must complete and sign the Patient Portal Access Permission Form to enroll in myCSVFolder, to authorize proxy access, or to revoke proxy access.
6. Use of shared email accounts (i.e. Thejoneses@gmail.com) for portal access is allowed, although not recommended. All persons sharing the email account and password will have access to the patient's health information via the portal.

Responsibilities of Patient Portal Users

Every authorized portal user has responsibility to protect the confidentiality of health records. All authorized portal users are expected to keep their portal user ID and password secure to prevent any unauthorized access to patient information. CSVRMC is not liable for breaches of confidentiality arising from unauthorized use of such information. If you suspect that someone has learned your password, you should access the portal site immediately and change it. If you become aware of a breach, for whatever reason, of this confidentiality, you are expected to promptly report it to the Health Information Services Department of CSVRMC at (505) 913-5320.

Should you, for whatever reason, gain access to another person's health records, you agree to not read such information and agree to report the problem immediately to CSVRMC Department of Health Information Services.

*****Do not** use this form to request access for a child 14 to 17 through the myCSVFolder Patient Portal.



CHRISTUS ST. VINCENT Regional Medical Center
Santa Fe, New Mexico
myCSVFolder Information Sheet
245884 (02/14)

PATIENT INFORMATION

Name _____
Date of Birth _____ Date of Service _____
Medical Record No. _____
Account No. _____