



EXHIBIT A

Site Administrator Responsibilities Agreement for Hoag Software

Hoag requires that persons designated as a Site Administrator, will agree to the responsibilities associated with managing their office staff/employees' access to Hoag Software, including EpicCare Link and/or Epic Tapestry Link.

By signing below, the Site Administrator agree to the following:

1. Site Administrator shall assist Hoag Health Information Management Services with initial office set up, including: Providing your personal information directly to the Epic Support Team member; Providing information when a new group needs to be created in Epic; and Facilitating the completion of the Data Sharing Agreement and Third Party Service Provider Data Sharing Agreement when needed.
2. Communicate to the Hoag HIM Data Integrity any changes to office configuration, including Changes in office contact information (address, email, phone) within 30 days; Changes in providers in group to within 30 days; Changes in Site Administrator within 10 days.
3. Use of the Software to manage access for Provider's Users, including: Submitting request for new office staff, to include completion of the Data Access & Acceptable Use Agreement for Non-Hoag Workforce Members form; Submitting employee termination on the same business day; Responding to the quarterly attestation and all other attestations verifying that users are still employed by your office/company; Selecting proper Epic template for use of the Software based on employee's job duties.
4. Ensure that the Provider's Users, having access to the Software, abide by statements in the Data Sharing Addendum, including: Users will not share logins and passwords; and that each User is trained and complies with the legal obligations relating to the information to which the User has access, including but not limited to Protected Health Information.
5. Ensure that the Provider's office staff/employees understand the process for: Claiming their new EpicCare Link access codes; Re-setting their passwords, when needed; Entering their PID responses; Self-training thru User Guides on EpicCare Link Home Page.
6. Notify Hoag within 24 hours of having knowledge that an office staff/employee used EpicCare Link or Epic TapestryLink to acquire, access, view, use, or disclose any PHI for any purpose other than treatment, payment, or health care operations (as that term is defined in HIPAA), or for any unauthorized purpose reporting as a potential breach is done by calling Hoag's toll-free **Compliance Hotline (800) 441-1727** or email corporatecompliance@hoag.org.

I acknowledge that I have read and understand the Site Administrator Responsibilities Agreement for Hoag Software.

Print Name: _____

Signature: _____

Organization Location Name: _____

Job Role: _____

Organization Address: _____

Date: _____

Please return this form to Health Information Management Services at:

Fax: (949) 764-5934 or Email HoagMedicalRecords@hoag.org