



# COMMUNITY MENTAL HEALTH

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## Compliance Alert

Date: May 10, 2007

To: All CMH Staff (via e-mail)  
Contract Agencies Utilizing FOCUS EMR (via U.S Mail)

From: Jim Losey, Corporate Compliance Officer 

Re: **FOCUS Logins**

1) In order to maintain the security, privacy and integrity of the FOCUS Electronic Medical Record authorized users must not permit anyone to use his/her login (user ID and password) to access the FOCUS system. Sharing of logins and passwords is strictly prohibited. Staff are reminded that the owner of the login will be held responsible for all activity/actions performed under this login.

MCCMH will audit FOCUS login reports periodically to identify potential misuse of logins.

2) All agencies using the FOCUS EMR must notify MCCMH (Ray Rais, 586.466.7913 or email to: ray.rais@mccmh.net) of any change in employee status (suspension, resignation, retirement, termination) that requires termination of the employee login. In cases where advance notice is available, MCCMH shall be notified of the effective date of the action. In cases where advance notice is not possible, MCCMH must be notified within 24 hours of the action.

Cc: Executive Staff



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