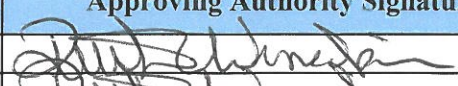





Policy Name:	Policy #:
Computer Usage	TOX-P7

North Carolina Office of the Chief Medical Examiner Toxicology Laboratory	Revision:	Revision Date/Initials:
	added chemo supervisor to TARS	1/2017

Approving Authority Name	Approving Authority Signature	Approval Date
Ruth E. Winecker, Ph.D.		2/26/14
		3/23/15
		3/22/16
		1/11/17

Purpose:

To outline computer set-up for a new employee at NC-OCME working in the toxicology laboratory. It also establishes overall best practices and ensures users are aware of their rights and responsibilities with respect to appropriate use of computers and networks.

Policy:

New employees will complete Computer Security Basic Awareness Training through Department of Health and Human Services (DHHS) orientation. Before a new employee can have full access to all computer functions they must meet with their supervisor and a representative from the IT Department who supports OCME to finalize usernames, passwords and grant email access. Toxlog orientation will be provided by the training coordinator or designee in the toxicology lab.

The employees of the toxicology laboratory have access to confidential and sensitive information. We must abide by confidentiality rules and not disclose information to unauthorized sources. The toxicology reports can be obtained by the public only after the pathologist certifies the death. Until then, only the report status of "signed out" or "not signed out" can be disclosed to family members and the general public. All interested parties should be referred to case management, who can best assist them with their requests. The use of NC-OCME automation systems, including computers, fax machines, and all forms of Internet/intranet access, is for toxicology laboratory business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense or harm to the state of North Carolina. Access to the Internet through the state of North Carolina is a privilege, and all employees must adhere to the DHHS policies concerning computer, email and internet usage. Violation of these policies could result in disciplinary action leading up to and including termination of employment. All employees must abide by software licensing restrictions; downloading, copying or pirating software and electronic files that are copyrighted or without authorization is prohibited. Any programs desired on work computers need to be authorized through our IT department. The Chief and Deputy Chief Toxicologist are authorized to fill out a Technical Assistance Request System (TARS) ticket.

Procedures and/or Forms:

On-line TARS request <https://support.ncpublichealth.com/>