

BREAK GLASS

Presented to the Oversight Committee

Location: DTC

Date: 5-17-2012

Time: 5:00

Employees of MEAC, ETSU Family Medicine, and Quillen College of Medicine, working directly in the clinic, may request their (and immediate family members) electronic record be placed in Break Glass.

Step 1: MEAC, ETSU Family Medicine, and/or Quillen College of Medicine employee may send a request via email to ehrhelpp@qetsu.org requesting their electronic record and/or immediate family members electronic record be placed under break glass security.

Step 2: Once security has been placed on the record, the employee will receive a confirmation email.

Step 3: When employment terminates, they will be taken out of break glass security.