Policy Clarification Memo

Date: 2/4/2013

Re: Logging Out of Avatar

Policy/Procedure Stuff we really, really, really need to know.	Users should "sign out" of MyAvatar Electronic Health Records (EHR) system when not actively using it (see screenshots below). The MyAvatar technical team will be also be reducing the "time-out" function of MyAvatar from 3 hours to 1.5 hours. "Timing out" happens when MyAvatar has been open but no work has been done in the specified time frame. Users should save all work on MyAvatar prior to signing out or stepping away from their computers. All work not saved when the computer "times-out" in 1.5 hours will be lost.
Clarification Stuff we should read. Should clear up some confusion, we think (We hope). YOU CAN SERIOUSLY STOP READING AFTER THIS SECTION!	Monterey County Behavioral (MCBH) Health Policy 303 - inidcate "Users must not leave terminals logged on." This extends to all electronic health records systems used by MCBH employees. The intent of the policy is to ensure the confidentiality of the client's protected health information (PHI).
Background Stuff that you want to read but won't admit to it because you're a QI nerd at that point.	MyAvatar users are experiencing system slowdown when logging on and using the system. Part of this is due to added stress to MyAvatar with the increased amount of users (both internal MCBH employees and contracted agencies). Logging off when not actively using MyAvatar is also a means to cut down on any unnecessary stress on the system.

Screenshots – Signing Out of MyAvatar

1) To sign out of MyAvatar, click the "Sign Out" button located at the upper, right hand portion of the screen.
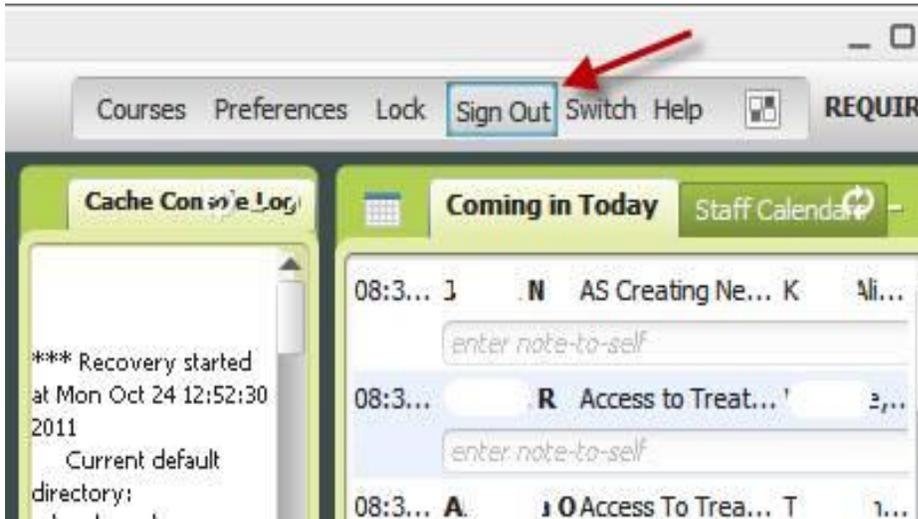
2) This will bring you back to the MyAvatar log-on screen (below). Starting from this screen should reduce the start-up time involved.