

WEST VIRGINIA UNIVERSITY HOSPITALS
Patient Financial Services
HOME-BASED PROGRAM AGREEMENT

This is an agreement between West Virginia University Hospitals (WVUH) and _____, an employee of WVUH. This document is intended to outline the responsibilities of both parties as they relate to the home-based PFS program. The provisions are as follows:

1. The employee understands that home-based status is a privilege, not an automatic benefit of employment at WVUH. WVUH could decide to continue the program at a specific staffing level or expand the program to help meet its obligations. In the event it proves not to be beneficial to either party, WVUH could decide to discontinue the entire program or discontinue the program on an individual basis. The employee will be given a 6-week trial period.
2. Confidentiality of patient information is of utmost importance and the employee is expected to take the necessary steps to protect it at all times. Any breach of patient confidentiality will result in appropriate disciplinary action. The employee is expected to protect the patient information by signing off their computer when it is not in use. The home office should be located in a private area of the home, and the worksite should be free of interruptions from non-business related sources during work hours. The home office should be locked anytime the employee steps away from the workstation. All equipment has been installed in the employee's home for the express purpose of working for WVUH. Any other use of this equipment is not permitted. Refer to WVUH policy V11.09 (Information Security Policy) and V11.091 (Computer Use Policy) for specific information.
3. **THIS PROGRAM INVOLVES SOME COST BE BORNE BY THE EMPLOYEE.** The employee will be responsible for office supplies not provided by the hospital (minor supplies including pens, etc). The employee will also be responsible for providing an appropriate workstation (i.e. desk and chair). Pursuant to ergonomic inspection, WVUH reserves the right to approve the appropriateness of the workstation.
4. The employee will be responsible for any additional phone line charges, VPN connection to the Internet, DSL/Broadband/Fiber Optic connection to the Internet, and a computer router with a physical firewall, surge protector, and cable.
5. The hospital will provide primary maintenance for the WVUH-owned equipment installed and will retain ownership of said equipment. The employee will not add hardware or software to the equipment without written approval from WVUH management. The hospital reserves the right to enter the premises to inspect or provide maintenance to equipment with reasonable notice. Any maintenance necessary because of irresponsible behavior on the part of the employee or another person at the work site will be the responsibility of the employee. Irresponsible behavior resulting in damage would be inclusive of spills or equipment being damaged in any way other than normal use, such as being knocked on the floor. The employee will be expected to take precautions to protect all equipment.
6. WVUH cannot guarantee 100% Internet/server connectivity. In the event the employee loses connectivity for any reason beyond a 30-minute time frame, the employee will be required to make up any lost time, use PDO, or report to the office if more than half of their shift

remains. The employee is required to notify their manager/supervisor within 15 minutes of losing connectivity.

7. The employee shall comply with all WVUH policies and procedures and PFS departmental policies and procedures including those governing leave and work hours. Changes to daily work hours and requests for time off will be scheduled and approved by the Manager in accordance with the Vacation/Holiday Request policy.
8. The Employee will be required to attend meetings onsite to include but not be limited to Monthly Committee meetings, Staff meetings, Performance Evaluations, Monthly Audits and Educational Workshops as deemed appropriate. Mileage for attendance at these meetings will not be compensated.
9. Employees will be required to “clock-in/out” through their computers using Kronos. Any late or early clockings will be considered an occurrence according to the WVUH Time and Attendance policy.
10. Printing of PHI should be unnecessary and avoided, however in the instance that it may be necessary, any printed PHI is to be destroyed by use of a paper shredder.
11. The employee will be expected to maintain the established productivity and quality standards. If productivity and/or quality decline then the employee shall undergo the appropriate disciplinary steps.
12. If the employee comes under any form of corrective action, the employee will be required to return to the primary office to work. The length of time required will be communicated to the employee at the time of the corrective action is handled.
13. Productivity and Quality will be monitored on a regular basis. Any employee who has a productivity decline may be placed on probation for the next monitoring period. Not meeting productivity standards can result in corrective action.
14. The monitoring actions stated in this agreement are not meant to be all-inclusive.
15. See Appendix A for equipment location and hospital owned inventory. The employee cannot move the workstation from this location without prior approval of WVUH management.
16. This agreement and its interpretation shall be governed by the laws of the State of West Virginia.

I HAVE READ AND UNDERSTAND THE ABOVE. BY MY SIGNATURE, I AGREE TO THE TERMS OF THIS DOCUMENT. ANY BREACH OF THIS CONTRACT OR ANY OTHER VIOLATION OF WVUH POLICIES OR PROCEDURES MAY RESULT IN APPROPRIATE DISCIPLINARY ACTION, AND MAY INCLUDE REVOKING HOME-BASED PRIVILEGES OR TERMINATION OF EMPLOYMENT.

_____ (Employee) _____ (Date)

_____ (Manager/supervisor) _____ (Date)

Home-based Home/Office Location

Name:

Mailing Address:

Home Phone:

Cell Phone:

Home email:

Physical description to your home (include landmarks where appropriate):

Equipment (include WVUH Identification Numbers):

Work Hours/Schedule as agreed upon: