Kaiser Permanente
Los Angeles Medical Center

ID/Password/BioID
Confidentiality Agreement

Pyxis ® MedStation™ 3500 System

The following is your User ID/Initial Password for the Pyxis® MedStation™ system. It will be used to access patient medications or supplies on your assigned nursing unit(s). The first time you access a Pyxis® MedStation™, you will be required to enter a new, confidential password and enroll four finger scans using BioID. *It is your responsibility to keep your new password secret and utilize your BioID access for personal access only.* You will be accountable for all transactions performed under this User ID and confidential Password/BioID. Please read and sign the following statement to verify that you understand this statement; and will maintain the integrity of your password/BioID access once it has been changed.

Below is a copy of my User ID and my initial password to the Pyxis® MedStation™ system. Upon accessing the Pyxis® MedStation™ for the first time, I will change my password to a new confidential password and enroll my finger scan for BioID. I understand that my User ID and password/BioID will be my electronic signature for all transactions to the Pyxis® MedStation™ system. I understand that no retrievable record of my new password or BioID exists. All of my transactions on the Pyxis® MedStation™ system will be permanently recorded with my User ID and a date and time stamp. These records will be maintained and archived per the policies of this hospital; and will be available for inspection by the Drug Enforcement Administration (DEA) and the State Board of Pharmacy, State Board of Health or other auditing agency, as is presently done with my handwritten signature for all controlled substance records.

I also understand that to maintain the integrity of my electronic signature, I must not give my password to any other individual. Unauthorized access, release or dissemination of this information shall subject me to disciplinary action. Should I have any suspicion that my personal password has become known to another individual, I will change it immediately and, if deemed appropriate, will immediately report such to my supervisor.

Signature: _____   Date: _____

Print Name: _____   Dept/Unit: _____

NUID #: _____

Authorized By

Supervisor: _____   Date: _____

Print Name: _____ **Joanne Yamahata** _____   Dept/Unit: Education and Training Dept. _____

This user is a/an:

☐ Staff Med/Surg RN	☐ LVN	☐ Registry RN
☐ Staff Telemetry RN	☐ Traveler	☒ Clinical Instructor
	Contract end date:	Contract end date:
☐ Staff Critical Care RN	☐ _____	☐ CRNA or Anesthesiologist
☐ Charge Nurse or CNE	☐ Nursing Supervisor	☐ _____

☐ Extend their contract end date to: _____   ☐ Reset their BioID   ☐ Reset their Password

☐ **This user is no longer employed at the medical center.**

Please enter above information correctly and return/fax to Inpatient Pharmacy

Pharmacy/Manager Authorization

Signature: _____   Date: _____

Print Name: _____   Entered into Console: _____

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Confidential
Use this User ID and First Time Password to Access the Pyxis® MedStation™ System

User ID = NUID #   Initial or Reset Password = 1, 2, 3, 4, 5

(This password will expire when you first enter the system—press OK and then enter your personal, private password.)