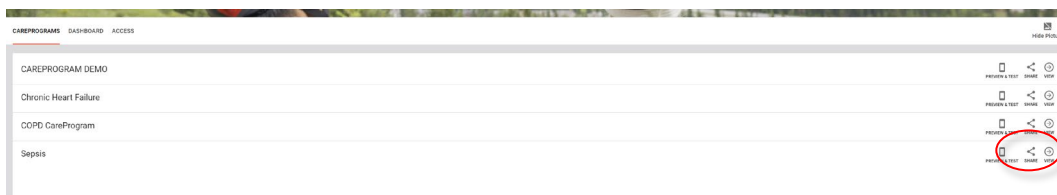


# Hospital at Home: Maintaining the Integrity of Patient Information in Masimo SafetyNet

<b>Site Applicability:</b>
PHC Hospital at Home program.
<b>Scope:</b>
All <a href="#">Staff</a> working in the Hospital at Home program at PHC.
<b>Requirements:</b>
The Hospital at Home manager must ensure processes are in place to maintain the confidentiality and integrity of Hospital at Home patient information in Masimo SafetyNet.
<b>Need to Know:</b>
<p>All Staff must follow the <a href="#">Information Security</a> Policy at all times.</p> <p>All Staff must be knowledgeable about and follow the 'Hospital at Home: Maintaining Appropriate Staff Access to Patient Data in Masimo SafetyNet.</p> <p>The integrity of patient information is maintained by ensuring devices are cleaned of any patient information before the device is deployed to a subsequent patient and by ensuring only staff working in the Hospital at Home program have access to the data in Masimo SafetyNet.</p>
<b>Procedures:</b>
<p>Follow these steps to add and delete Patient Users. Deleting Patient Users via this process ensures that patient data is also deleted. To add a Patient User:</p> <ol style="list-style-type: none"> <li>1. The Masimo SafetyNet Clinician's Portal ('Portal') <a href="#">Administrator</a> or designate with role-based access that includes 'CareProgram Share' selects that appropriate CareProgram for the patient from the Portal</li> </ol>



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2. The Administrator or designate selects 'Share'.
3. The Administrator enters the patient's first name, last name and MRN and then enters the email address of the tablet that this patient will be using, e.g. [HaHTablet001@providencehealth.bc.ca](mailto:HaHTablet001@providencehealth.bc.ca).
4. Ensure that the 'Track Progress in Dashboard' is selected and send the invitation.
5. The Administrator then accesses the shared email inbox for the tablet and clicks the GET STARTED link
6. Create a new password for the Patient User account that will be shared with the patient. Follow the remaining steps for setting up the Patient User account.
7. Complete the set up by logging into the Masimo SafetyNet App on the tablet using the login you just created.
8. Once the Patient User account has been set up, ensure each of the Masimo devices are paired with the tablet. All devices are numbered (i.e. 001; 002; 003 etc.). Provided the tablet (i.e. Tablet001) remains with the same devices (i.e. MightySat Pulse Oximeter 001) pairing should not be required with each new patient.
9. Immediately upon discharge or transfer of the patient out of the Hospital at Home program, the Administrator or designate deletes the Patient User using the following steps:
  - a. Confirm with the patient's nurse that all information requiring manual transcribing from Masimo SafetyNet into the Electronic Health Record has been completed
  - b. On the Portal go to 'Dashboard' and 'List View'
  - c. Check the box beside the Patient User to be deleted
  - d. Under the actions column, click the 3 dots to 'View More Actions'
  - e. Choose 'Stop CareProgram'. This removes the CareProgram from the Application on the tablet the patient has been using.
  - f. Click the 3 dots again to 'View more Actions'.
  - g. Choose 'Delete the User'

This process deletes all information related to the patient from Masimo. There are no historical records of Patient Users who have been deleted from the Portal.

### Related Documents:

1. <https://www.masimo.ca/products/hospital-automation/masimo-safetynet/>
2. [B-00-11-10108](#) - Information Privacy and Confidentiality (PHC Policy)
3. [D-00-11-30025](#) - Information Privacy and Confidentiality (VCH Policy)
4. [IMITS 130](#) - Information Security (VPP Policy)

5. [B-00-16-10065](#) - Hospital at Home: Maintaining Appropriate Staff Access to Patient Data in Masimo SafetyNet

**Definitions:**

**“Administrator”** means the Staff who are assigned to manager user access to the Masimo SafetyNet Clinician’s Portal.

**“Staff”** means all employees (including management and leadership), medical staff, residents, fellows and trainees, health care professionals, students, volunteers, contractors, researchers and other service providers engaged by PHC and VCH.

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