

TimeOut Exception Request

Office of Compliance Services
 Information Security
 924 Westwood Blvd, Suite #520
 Los Angeles, CA 90095-7067



Instructions:

- Requestors should complete all sections up to the **CAO Review**, then save the form and email it to their Chief Administrative Officer (CAO).
- The CAO can deny the request and respond to the requestor or recommend approval and forward the form to the Office of Compliance Services - Information Security, InfoSecAll@mednet.ucla.edu, for further processing.
- If all necessary sections are not completed, the form will be returned to you. Ask your CSC if you need some help with the technical issues.
- If you have any questions, please contact your CSC or the Information Security Office, (310) 794-8638

Requestor Information

Name	<input type="text"/>	Date	<input type="text"/>
Phone	<input type="text"/>	Title	<input type="text"/>
Email	<input type="text"/>	Dept	<input type="text"/>

Information on System(s)

Description and Purpose of System(s)

What types of patient or other confidential information are accessed or stored on the systems?

Are the systems accessible by patients or visitors?	<input type="radio"/> YES	<input type="radio"/> NO
Are these systems shared by multiple users?	<input type="radio"/> YES	<input type="radio"/> NO
Are systems in a restricted location (explain below)	<input type="radio"/> YES	<input type="radio"/> NO

Location (Building and Room number)

Extended Timeout Request Details

The standard timeout is 15 minutes. Please select the shortest timeout possible:

20 min
 30 min
 1 hr
 Other - specify:

Please provide a compelling business or patient care reason why a longer timeout is necessary



What, if any, patient safety concerns are implicated by the standard 15-minute timeout?

[Empty text box for patient safety concerns]

If the request is for workflow reasons, please provide information on average case/visit/ appointment length.

[Empty text box for workflow information]

CAO Review

Reviewer [text box]

Date [text box]

Recommend approval of exception request? YES NO

IT contact [text box]

Comments

[Empty text box for CAO review comments]

Information Security Review

Reviewer [text box]

Date [text box]

Approve exception request? YES NO

Comments

[Empty text box for Information Security Review comments]

Leadership Review

Reviewer [text box]

Date [text box]

Approve exception request? YES NO

Comments

[Empty text box for Leadership Review comments]