

# Haiku and Canto Provider Access: Instructions, Request & User Agreement

Updated: June 2016 for Client Version 4.1

## Overview Steps:

1. Complete User Information below.
2. Download Application Onto Device.
3. Locate Install ID on Device and enter into Install ID Field. (below)
4. Complete Second Page User Agreement- (check box and enter name).  
**Note:** For best results complete this form on a regular computer and note the file location where you save it. Some mobile devices may not be configured to enter and save information on this form.
5. Email Completed Form to [dwaugh@lhs.org](mailto:dwaugh@lhs.org)

## User Information:

**Name:**

**Job Title:**

**Email Address:**

**What type of Device do you have?**

**Epic User ID:**

**Provider/P Number:**

**Phone Number:**

## Install ID:

## Application Download and Install ID Instructions:

### iPhone or iPad

#### **How to get the iPhone and iPad iOS version (Required minimum is 7.0):**

Tap Settings > General > About > Version

#### **How to set up Haiku for the iPhone and Canto for the iPad:**

1. Download Haiku or Canto from the Apple AppStore (search for Epic Haiku or Epic Canto).
2. Install Haiku or Canto.
3. Open Haiku or Canto.
4. Tap the banner at top (where it says "No environments configured").
5. Tap OK to the Notice.
6. Tap "Identifier" in the lower, left corner.
7. Tap Email. Email yourself your **Install ID**.
8. From email copy and paste **Install ID** into field above.

### Android

#### **How to get the Android OS version (Required minimum is 3.0):**

Tap Settings > About > Android Version

#### **How to set up Haiku for the Android:**

1. Download Haiku from Google Play Store (search for Epic Haiku).
2. Install Haiku.
3. Open Haiku.
4. Tap the three dots on the upper right corner of the screen.
5. Tap Settings.
6. Tap About.
7. Tap Install ID.
8. Tap Email. This is your **Install ID**.
9. From email copy and paste **Install ID** into field above.



## Haiku/Canto User Agreement

As consideration for Legacy Health (“Legacy”), allowing me to connect my personally-owned smartphone or tablet (“device”) to the Legacy Electronic Health Record (Epic) and network for my convenience, I agree as follows:

1. I acknowledge and agree that the business of Legacy involves confidential, proprietary information and protected health information (PHI) and that I will have access to such information of Legacy, its patients and suppliers during the course of performing duties for Legacy. I agree that during my employment, contract or relationship with Legacy and following the termination of my relationship for any reason, this information shall be maintained confidentially by me and that I will appropriately safeguard such information.

Examples of appropriate safeguards include, but are not limited to:

- Never leaving my device in a vehicle unattended
- Always properly storing my device when not in use
- Always properly erasing the data from my device when no longer needed
- Never saving the data on my device
- Always password protecting my device with an initial pin-lock
- Setting the inactivity timeout on my device to 10 minutes.

Confidential information can include any and all copies of information contained in electronic or computer files (EHR/Epic, email, instant messages, texts), as well as the processes and practices of Legacy.

2. I acknowledge that by participating in the Epic Haiku/Canto® program at Legacy, I am accepting additional responsibilities for risk, security, safety and privacy of confidential information. I agree to allow Legacy to install security settings on my device(s) and audit them as necessary. These settings may include items such as encryption and password settings which could impact usability of the device. If required, I agree to download and utilize any Legacy required security application(s) and to only utilize that application while reviewing or working with Legacy data.
3. Photo Capture: I acknowledge that by utilizing the photo capture functionality in Epic Haiku/Canto® I will comply with the following usability standards:
  - I will only take photos of patients using the photo capture functionality in Epic Haiku/Canto®. I will not otherwise photograph patients using my device.
  - When capturing a patient photo, the picture will include a patient label with at least 2 patient identifiers (Name, Date of Birth and/or Legacy Medical Record Number) in the image to properly identify the image with the patient.
  - When capturing a patient photo, the document type chosen for filing the photo in the chart will be “Clinical Photo-Imported” and the description of the photo will include a clear, concise and simple description of the clinical photo.

**I wish to have Epic Haiku/Canto® installed on my device and synchronized with Legacy’s systems.**

By checking this box, I understand and agree to comply with the above terms and conditions.

**Signature:**