

LOCK YOUR COMPUTER

Protect Patient Information. Protect Your Account.



Always lock your computer whenever you step away from your workstation—even for a few seconds.



Lock your PC

METHOD 1 (RECOMMENDED)

Press Windows Key + L

Your computer will immediately lock and display the Windows sign-in screen.

METHOD 2

- 1 Click **Start**
- 2 Click your **user profile**
- 3 Select **Lock**



TIP

You can also lock your computer by pressing **Ctrl + Alt + Delete** and selecting **Lock**.

WHY LOCK YOUR COMPUTER?

In a healthcare environment, protecting patient information is everyone's responsibility.

Locking your computer helps:

-  Protect confidential patient information (HIPAA)
-  Prevent unauthorized access to EPIC and other applications
-  Keep your Windows account secure
-  Prevent accidental charting or changes made under your username

REMEMBER:

If you're logged in, anything done on your computer appears to have been done by you.

WHEN SHOULD YOU LOCK YOUR COMPUTER?

Always lock your computer whenever you:

-  Walk to another office
-  Assist a patient
-  Attend a meeting
-  Go to lunch
-  Use the restroom
-  Leave your desk for any reason



Even if you'll only be gone for a minute.



ABOUT IMPRIVATA

Computers with Imprivata automatically lock when your badge is removed or when you walk away from the workstation.

If you need to lock your computer immediately, you can use:

Windows Key + L



This will lock your computer right away and display the Windows sign-in screen.



FREQUENTLY ASKED QUESTION

Does locking my computer close my work?

No. Locking your computer simply secures your Windows session. Your applications—including EPIC, Outlook, Teams, and Chrome—remain open exactly as you left them.



SECURITY REMINDER

Think of locking your computer like locking your car. You wouldn't leave your car running with the doors unlocked. Treat your workstation the same way.



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Good Security Habits Protect Our Patients

A locked computer helps protect patient privacy, reduces security risks, and supports HIPAA compliance.

