

HealthWorks-WNY, LLP
On-Line Results Reporting Agreement using iSYSTOC

The parties acknowledge we must work together to protect the privacy of all job candidates and employees. The following measures are designed to reduce unauthorized access of iSYSTOC and job candidate/employee results information. In accessing this information, the Authorized Client Company Representative, hereinafter referred to as "End User", hereby agrees to the following:

- A. During the term of this Agreement, HealthWorks-WNY will be the exclusive provider to End User of employment screening and like services other than services not provided for herein.
- B. End User will take reasonable procedures to protect its account user name and password so that only key personnel employed by your company know this sensitive information, including but not limited to not posting this information anywhere in the facility. End User agrees to contact HealthWorks-WNY in order to change account passwords immediately if a person who knows the password leaves its company or no longer needs to have access due to a change in duties or if the password has been compromised or believed to be compromised in any way.
- C. End User agrees it will not discuss its account user name or password by telephone with anyone, other than an authorized HealthWorks-WNY associate.
- D. End User agrees to accept password changes as directed by an authorized HealthWorks-WNY associate.
- E. End User agrees to place and/or access all terminal devices used to obtain candidate/employee results information in a secure location within its facility so that unauthorized persons cannot easily access them.
- F. End User agrees it will log off, turn off, shutdown any and all devices or systems used to obtain results information when not actively in use.
- G. End User will secure hard copies and electronic files of candidate/employees results information within its facility so that unauthorized persons cannot easily access them.
- H. End User agrees to shred and/or destroy all hard copy candidate/employee results information when they are no longer needed, and erase, overwrite, encrypt and/or scramble electronic files containing this same information when no longer needed, and when applicable regulations permit its destruction.
- I. Breaches of this Agreement and/or violations of applicable law discovered by HealthWorks-WNY may result in immediate suspension and/or termination of the account, legal action and/or referral to federal or state regulatory agencies.

Force Majeure

End User agrees that HealthWorks-WNY is not responsible for any events or circumstances beyond its control, including but not limited to war, riots, embargoes, strikes, and/or Acts of God, that prevent both parties from meeting its obligations under this Agreement.

Execution

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. A signature on a copy of the Agreement received by either party by facsimile is binding upon the other party as an original.



Instructions for Accessing Your iSYSTOC Account

To logon onto iSYSTOC please follow these simple steps:

1. Go to HealthWorks-WNY web site at www.healthworkswny.com
2. Click on the iSYSTOC (yellow) Login button located in the middle of the screen
3. Enter your unique user name and password. The user name must be typed in all UPPER CASE as this field is case sensitive.
4. Click on the blue “**Drug Screen**” tab in the top left hand corner
5. Select the way you wish to search for your employee’s data: **Exam Date, Patient** or **All Results**
6. Select your employee and click on “**Exam Date**” to view and/or print drug screen result details

NOTE: Please remember to log off after each use by clicking on the “Open Door” icon at the top right of the screen.

In order to begin utilizing this service you must first enroll your company by signing our iSYSTOC On-Line Results Reporting Agreement. Once that is completed your Designated Employee Representative (DER) will be issued your unique iSYSTOC user name and password. If at any time you encounter issues accessing your account or if you’re experiencing any other iSYSTOC issues, please contact Phil Woepfel at HealthWorks at 716.712.0670 ext. 3262.

We hope that this service meets its goal in helping you to better manage your time by providing you with your employees’ results information easily and expediently.