H.1.E.iv

HIPAA Security Regulations

Title: HIPAA Security Password Management Policy

Security Rule: 164.308(a)(5)

Purpose: To ensure that passwords created and used by the Emory University workforce to access any network, system, or application used to access, transmit, receive, or store ePHI are properly safeguarded and that Emory’s workforce is kept apprised of all password related policies.

Requirements:

1. Access to networks, systems, or applications used to transmit, receive, or store ePHI must be accomplished through the use of a Unique User Identification and password in order to access the ePHI.

2. Any password used to gain access to any network, system, or application used to access, transmit, receive, or store ePHI must be of sufficient complexity to ensure that it is not easily guessable.

3. Managers of networks, systems, or applications used to access, transmit, receive, or store ePHI must ensure that passwords set by workforce members meet the requirements established in Emory’s Enterprise Password Policy (http://policies.emory.edu/5.15) if technically feasible.

4. Managers of networks, systems, or applications used to access, transmit, receive, or store ePHI are responsible for making workforce members aware of all password related policies and procedures, and any changes to those policies and procedures.

5. Workforce members are responsible for the proper use and protection of their passwords and must adhere to the user requirements for passwords as stipulated in Emory’s Enterprise Password Policy (http://policies.emory.edu/5.15).

This policy and its procedures must be reviewed and evaluated on a periodic basis to ensure that they maintain their technical viability and effectiveness.

Non-compliance with this policy may result in disciplinary action, up to and including termination of employment and/or criminal prosecution.

See: HIPAA Security Regulations: Sanction Policy

Recommended By: Emory HIPAA Security Working Group

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