H.2.B

HIPAA Security Regulations

Title: Workstation Acceptable Use and Responsibility Policy

Security Rule: 164.310(b)

Policy Purpose: To ensure that workstations and other computer systems that may be used to send, receive, store or access ePHI are used only for authorized functions and purposes.

Requirements:

1. Workforce members who send, receive, store and/or access ePHI must comply with all applicable computer use policies.

2. Workstations and other computer systems that are used to send, receive, store and access ePHI must comply with applicable computer use policies.

3. In order to appropriately manage its information system assets and enforce appropriate security measures, the ePHI system owner or system administrator may log, review, or monitor any data (ePHI and non-ePHI) stored or transmitted on workstations and other computer systems that may be used to send, receive, store or access ePHI; therefore, workforce members who use these same workstations or computer systems have no expectation of privacy regarding their use.

4. The ePHI system owner or administrator may approve the removal or deactivation of any workforce member’s user privileges, including but not limited to, user access accounts and access to secured areas, in order to preserve the integrity, confidentiality and availability of its facilities, user services, and data.

This policy and its procedures must be reviewed and evaluated for continued effectiveness and technical viability on a periodic basis.

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

Recommended By: WHSC HIPAA Security Working Group

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Authorized By: Emory HIPAA Security Steering Committee

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