

TITLE: Security and Acceptable
Use of MIS Resources and
Electronic Protected Health
Information

Policy Number: AM-RM-009

STATEMENT OF PURPOSE:

To comply with HIPAA Security Rule's requirements pertaining to the acceptable use of Management of Information Systems (MIS) resources and electronic Protected Health Information (ePHI).

POLICY:

Neighbor To Family employees are expected to use MIS resources in a professional manner while maintaining the security and integrity of ePHI.

PROCEDURE:

Definitions

MIS Resources: electronic devices used to create, store, and/or transmit ePHI data.

Security Officer: The person responsible for the security of PHI in electronic and hard copy format. The Security Officer for Neighbor To Family is the MIS Director, who can be reached at the Corporate Office.

1. Workforce members are responsible for the appropriate use and security of ePHI when using any Neighbor To Family MIS resource.
2. Appropriate use includes using authorized Neighbor To Family MIS resources, as assigned, in accordance with duties and responsibilities
3. Using Neighbor To Family MIS resources for any negligent or unlawful activity is considered inappropriate use.
4. Neighbor To Family MIS resources shall be protected from misuse, including, but not limited to: theft, unauthorized access, fraudulent manipulation and alteration of data, attempts to circumvent security controls, and any activity that could compromise the confidentiality, integrity, or availability of data.

5. Neighbor To Family employees shall not tamper with or disable any security devices, including, but not limited to, virus protection and login account controls.
6. Neighbor To Family employees are prohibited from introducing any unauthorized MIS resources into the Neighbor To Family environment. Furthermore, the introduction of any MIS resource that could disrupt any operations or compromise security is prohibited.
7. Any Neighbor To Family MIS resource assigned to or in the possession of a Neighbor To Family employee shall be returned to the individual responsible for maintaining inventory within his department when it is determined by department management that the use of that resource is no longer necessary.
8. All workforce members are to immediately report lost or stolen Neighbor To Family MIS resources to their department management and to the Security Officer. In the case of stolen resources, the employee will complete an Incident Report. (Reference Incident Reporting policy)
9. Workforce members learning of or reasonably suspecting any violation of any Neighbor To Family HIPAA security policy shall immediately report to their supervisor and the Security Officer.