Communities Connected for Kids

Series: 1100 Information Technology

Policy Name: Workstation Use and Security

Policy Number: 1104

Origination Date: 6/22/2015   **Revision Date:** July 1, 2018

Policy: Communities Connected for Kids is committed to maintaining formal practices to specify the proper workstation functions to be performed, the manner in which those functions are to be performed, and the physical attributes of the surroundings of a specific workstation or class of workstations that can access electronic protected health information (PHI). Communities Connected for Kids will also implement physical safeguards for all workstations that access electronic protected health information, so as to restrict access to authorized users. As such, Communities Connected for Kids will continually assess potential risks and vulnerabilities to individual health data in its possession, and develop, implement, and maintain appropriate administrative, physical, and technical security measures in accordance with 45 C.F.R. § 164.310.

Procedure:

The policies and procedures stated herein apply to all electronic protected health information created, maintained or transmitted by Communities Connected for Kids.

Workforce members shall use workstations in the appropriate manner as to consider the sensitivity of the information contained therein and minimize the possibility of unauthorized access to such information.

Physical safeguards will be implemented for all workstations that access electronic protected health information, to restrict access to authorized users.

All persons who use workstations in the performance of their role-based classification shall be trained on the proper functions to be performed and the manner in which those functions are to be performed, in accordance with the policies and procedures herein.

Approved: _Carol Deloach_

Carol Deloach, CEO

July 1, 2018