URI HIPAA SECURITY POLICY –
IMPLEMENTATION SPECIFICAITON #10D

Title:	MAINTENANCE RECORDS	Purpose & Background	See Memo Entitled "HIPAA at URI: Introduction to HIPAA and an Overview of HIPAA Implementation at URI" available online at the URI HIPAA website
Originator (Responsible Department/ Unit):	URI HIPAA Compliance Oversight Committee	Effective Date:	05/22/2018
Applies to:	All URI Departments and Units Designated as HIPAA "Covered Components" and "Business Associate Components"	Revised Date(s):	

Purpose:

This implementation specification reflects URI's commitment to document all repairs and modifications to the physical components of its facilities that are related to the protection of EPHI.

Specification:

URI Covered Entities must document all repairs and modifications to the physical components of its facilities that contain healthcare computing systems.

Procedure:

The following safeguards must be implemented to satisfy the requirements of this implementation specification.

1. URI Covered Entities must document all repairs and modifications to the physical components of its facilities where healthcare computing systems are located. Physical components include, but are not limited to: electronic card access systems, locks, doors, and walls.

2. URI Covered Entities must conduct an inventory of all the physical components of its facilities that are related to the protection of healthcare computing systems on an annual basis at a minimum. Inventory results must be documented and stored in a secure manner.

3. Repairs or modifications to any URI physical component listed in the above inventory must be documented. At a minimum, the documentation must include:

   - Date and time of repair or modification
   - Reason for repair or modification
   - Person(s) performing the repair or modification
   - Outcome of repair or modification

HIPAA REGULATORY REFERENCE: 45 CFR 164.310(a)(2)(iv)
HIPAA SECURITY REGULATION IMPLEMENTATION SPECIFICATION LANGUAGE:
"Implement policies and procedures to document repairs and modifications to the physical components of a facility which are related to security (for example, hardware, walls, doors, and locks)."