

URI HIPAA SECURITY POLICY – IMPLEMENTATION SPECIFICATION #13C

Title:	ACCOUNTABILITY	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 appropriately track and log the movements of EPHI on healthcare computing systems and their associated electronic media and to hold URI workforce members accountable for such movement.

Specification:

All movement of URI healthcare computing systems and their associated electronic media containing EPHI into, out of, and within its facilities must be appropriately tracked and logged.

Procedure:

1. URI Covered Entities must maintain an inventory of all healthcare computing systems and their associated devices that store EPHI. The inventory must also identify the persons responsible for the devices containing EPHI.
2. URI Covered Entities must maintain a record of the movement of healthcare computing systems and their associated media containing EPHI as it moves into and out of the facility.
3. Before healthcare computing systems and their associated media containing EPHI are moved to a location outside of URI's premises, the move must be approved by the Health Care Component and the move must be tracked and documented.
4. URI workforce members, who move healthcare computing systems or their associated electronic media containing EPHI, are responsible for the subsequent use of such items and must take all appropriate and reasonable actions to protect them against damage, theft, and unauthorized access.

HIPAA REGULATORY REFERENCE: 45 CFR 164.310(d)(2)(iii)

HIPAA SECURITY REGULATION IMPLEMENTATION SPECIFICATION LANGUAGE: *"Maintain a record of the movements of hardware and electronic media and any person responsible therefore."*