

VCU Affiliated Covered Entity
HIPAA Security Rule Operational Policy

SUBJECT:	POLICY NO.:	ACE-0012
	APPROVED DATE	10/19/2005
Workstation Use	EFFECTIVE DATE:	11/19/2005
SR-310b	REVIEWED DATE:	
	SUPERSEDES NO.:	NEW

- I. PURPOSE:
This policy relates to the classification and use of Workstations as authorized for Accessing Electronic Protected Health Information. This includes any type of device (such as a laptop, hand held PDA, or remote data collection device) and the operational environment in which it is used.
- II. POLICY:
The Affiliated Covered Entity Workforce (ACE) shall use Workstations of any type only for the business purposes intended and according to the applicable standards for the type of device being utilized and the purpose of the use.
- III. DEFINITIONS: See document "SECURITY POLICY GLOSSARY FOR DEFINITIONS OF SPECIAL TERMS (ACE-0999)".
- IV. PROCEDURES:
A. Standards:
1. The policies and procedures of the ACE relating to Information Security apply to all component organizations of the ACE and all members of the Workforce.
2. All computing resources shall be assigned a Resource Owner who is responsible for the Integrity, Confidentiality, and Security of the resource.
3. Workstation devices, used by the ACE Workforce to access Electronic Protected Health Information, must meet minimum standards set by the central Information Systems groups of each component organization.
4. All Workstation device purchases and configuration standards must be made in accordance with the established processes and procedures of each component organization and resource owners.
5. Workstations include all types of devices capable of holding Electronic Protected Health Information, and include but are not limited to: laptops, handheld PDAs, remote data collection devices, biomedical equipment, and PC's.
- B. Responsibilities:
1. The Purchasing Department shall assure that all devices purchased meet applicable ACE component organization standards. Departments using the procurement card for these devices are expected to abide by the pcard procedures as well as this policy.
2. Each Information Systems Department will designate a resource(s) to review proposed purchases of Workstations, and will develop criteria for the types of Workstations available for use in various settings.
3. The central Information Systems Departments of the component organizations will publish listings and purchase procedures of approved Workstation types and standards for categories of use.
4. Workforce management is responsible for assuring that the proposed uses of any equipment meet the corporate standards, including those standards for location and physical Security. Personnel may request that the Information Security Official review any proposed usage, prior to purchase.

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- V. RESOURCES:
A. Compliance Office
B. ACE Security Official (804) 828-1990
C. Purchasing Department -

- VI. REFERENCES:
A. HIPAA: 45 C.F.R. §164.310(b).
B. VCU Health Systems - Glossary of HIPAA Terms
C. VCU Health Systems Compliance Manual
D. Implementation Directive - Policy ACE-0002

APPROVED:

| Signature on File

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