VCU Affiliated Covered Entity
HIPAA Security Rule Operational Policy

SUBJECT: Integrity Controls
POLICY NO.: ACE-0017
APPROVED DATE: 10/19/2005
EFFECTIVE DATE: 11/19/2005
REVIEWED DATE: 
SUPERSEDES NO.: NEW

I. PURPOSE:
This policy involves Security Mechanisms that serve to protect Electronic Protected Health Information from improper alteration or destruction.

II. POLICY:
The Affiliated Covered Entity (ACE) will implement reasonable and appropriate protocols, mechanisms and guidelines to prevent improper alteration or destruction or alteration of the Electronic Protected Health Information.

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.

B. Responsibilities:
1. Resource Owners are responsible for protecting the Integrity of the Electronic Protected Health Information under their control by implementing the following controls to the extent reasonable and appropriate:
   a. Controls that assure that only authorized users can Access the resources and that these users are properly authenticated.
   b. Controls that assure that individuals are authorized only to the functions and data that they need to perform their role and duties.
   c. Controls to recognize attempts from unauthorized personnel to Access the resources.
   d. Controls that record the actions taken by those granted Access to the resource.
   e. Controls that determine that the information resource has not been damaged or inappropriately changed.

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

VI. REFERENCES:
A. HIPAA: 45 C.F.R. §164.312 (c)(1).
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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