**Lifesong Hospice and Palliative Care**

# HIPAA SECURITY:  WORKSTATION USE AND SECURITY            AD.HS85

**POLICY:**

Workstations (computers) that contain or have access to electronic protected health information are used and physically safeguarded in a manner that maximizes security and prevents unauthorized access.

**PROCEDURE:**

1.  Guidelines for the acceptable use of workstations (including desktops, laptops and handheld devices) that contain or have access to electronic protected health information are provided to hospice co-workers.

2.  Training is provided to hospice co-workers on the guidelines for acceptable use of workstations.

3.  Additional training is provided as needed to ensure authorized users understand necessary procedures for compliance with the guidelines (for example, enabling password protected screensavers or logging off procedures).

| Created: | Reviewed: | Revised: | Effective: |
|---|---|---|---|
| 05/2018 | 11/2018 | | 4/2019 |