

POLICIES AND GUIDELINES ON WORK STATION USE AND LOCATION POLICY

RESPONSIBILITY: Information Systems, Security Official, and all Department Managers

BACKGROUND:

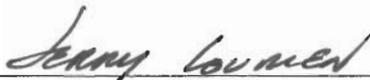
Members of the Behavioral Health and Health Facilities (BHHF) workforce must have ready access to the computerized information sources for which they have access authorization, in order to carry out the requirements of their jobs. With this in mind, workstations containing a computer terminal need to be designed and constructed for efficient operations, yet they must be shielded from public scrutiny or possible unauthorized access. All computer terminals with access to sensitive information need to have their screens shielded or turned from public viewing.

POLICY:

BHHF will provide secure workstations containing computer terminals with physical safeguards to minimize the possibility of unauthorized observation or access to protected health information (PHI). Areas where sensitive information is regularly entered or utilized will be secured using barriers to prevent public viewing of PHI during normal working hours. Wherever feasible, based on an analysis of risks and cost, these areas will be locked when not in use. Printers and fax machines will be located in the most secure areas available, and will not be located in or near areas frequented by patients or the public.

Effective Date: 4/14/03

Dates Revised:



Jerome E. Lovrien, Commissioner, Bureau for Behavioral Health and Health Facilities