

**1028 HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA):
Portable Computer Policy**

Introduction

Minnewaska Area Schools Day Treatment has adopted this Portable Computer Policy to comply with the Health Information Portability and Accountability Act of 1996 (“HIPAA”) and with the Department of Health and Human Services (“DHHS”) security and privacy regulations’ requirement to protect the security of electronic health information, with the Joint Commission on Accreditation of Healthcare Organizations (“JCAHO”) accreditation standards, as well as our duty to protect the confidentiality and integrity of confidential medical information as required by law, professional ethics, and accreditation requirements. All personnel of Minnewaska Area Schools Day Treatment who use laptop, notebook, or other portable computers must be familiar with the policy. Familiarity with the policy and demonstrated competence in the requirements of the policy are an important part of every Minnewaska Area Schools Day Treatment employee’s responsibilities.

Assumptions

This Portable Computer Policy is based on the following assumptions:

- Portable computers pose a significant security risk because they may contain confidential patient information and, being portable, are more at risk for loss, theft, or other unauthorized access than the Minnewaska Area Schools Day Treatment’s less easily movable computers.
- Portable computers may be more vulnerable to viruses and other such threats because the user may not regularly use virus protection software and other electronic safeguards the way that the Minnewaska Area Schools Day Treatment’s [director of information systems] [other] does on the Minnewaska Area Schools Day Treatment’s network.
- Portable computer use is more difficult for Minnewaska Area Schools Day Treatment to audit; thus security breaches may be more difficult to identify and to correct.

Policy

- Officers, agents, employees, contractors, and others using portable computers (users) must read, understand, and comply with this policy.
- No person may use a personal computer for Minnewaska Area Schools Day Treatment’s business purposes without the written authorization of the program director. No user may, for any purpose, download, maintain, or transmit confidential patient or other information on a personal computer without the written authorization of the program director upon the recommendation of the user’s supervisor.

- Minnewaska Area Schools Day Treatment has issued the following computer equipment to you for the uses for which you have been specifically trained. The hardware, software, all related components, and data are the property of Minnewaska Area Schools Day Treatment and must be safeguarded and be returned upon request and upon termination of your employment. Any equipment exchanged must be logged in the server room equipment log. Your responsibility for the initial equipment extends to the equipment below and/or any exchanged or additional equipment that Minnewaska Area Schools Day Treatment may issue to you during your employment.

EQUIPMENT	SERIAL NUMBER	COVERED ENTITY ASSET NUMBER

- User agrees to use the equipment solely for Minnewaska Area Schools Day Treatment’s business purposes.
- User further understands the following:
 - Dial in functions are restricted to dialing into Minnewaska Area Schools Day Treatment.
 - User is not permitted to dial into any other unauthorized services, internet service providers, or any other internet access or to use the dial-up capabilities in any other manner than as instructed. The user understands that the hardware has been disabled from performing any functions other than those intended for business use and that the user may not attempt to enable such other functions.
 - Computers, associated equipment, and software are for business use only, not for the personal use of the user or any other person or entity.
 - User will not download any software onto the computer except as loaded by authorized staff of the program director.
 - User will not insert floppy disks, CDs, DVDs, or any other media into the computer without the express authorization of the program director.
 - User must use only batteries and power cables provided by Minnewaska Area Schools Day Treatment and may not, for example, use car adaptor power sources.
 - User will not connect any additional peripherals (keyboards, printers, modems, and so forth) without the express authorization of the program director.
 - User is responsible for securing the unit, all associated equipment, and all data within homes, cars, and other locations as instructed in the training provided.

- Users will use the cable provided to lock equipment to immovable objects except when transporting the equipment.
- User may not leave mobile computer units unattended unless they are in a secured location.
- User should not leave mobile computer units in cars or car trunks for an extended period in extreme weather (heat or cold) or leave them exposed to direct sunlight.
- User must place portable computers and associated equipment in their proper carrying cases when transporting them. The case must display the user's name and identify the covered entity.
- User must not alter the serial numbers and asset numbers of the equipment in any way.
- User will not permit anyone else to use the computer for any purpose, including, but not limited to, the user's family and/or associates, patients, patient families, or unauthorized officers, employees, and agents of Minnewaska Area Schools Day Treatment.
- User must not share passwords with any other person and must safeguard passwords and may not write them down so that an unauthorized person can obtain them.
- User must report any breach of password security immediately to the program director.
- User must maintain patient confidentiality when using the computers, as specified in Minnewaska Area Schools Day Treatment's Workstation Policy. The user must protect the screen from viewing by unauthorized personnel, and the user must properly log out and turn off the computer when not using it.
- User must *immediately* report any lost, damaged, malfunctioning, or stolen equipment or any breach of security or confidentiality to program director.

Enforcement

All officers, agents, and employees of Minnewaska Area Schools Day Treatment **must** adhere to this policy, and all supervisors are responsible for enforcing this policy. Minnewaska Area Schools Day Treatment will not tolerate violations of this policy. Violation of this policy is grounds for disciplinary action, up to and including termination of employment and criminal or professional sanctions in accordance with Minnewaska Area Schools Day Treatment's medical information sanction policy and personnel rules and regulations.

Signature of User

Date

Title of User

Printed Name of User

Witness

Printed Name of Witness