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| Chapter Title<br><b>Fiscal</b>            | Chapter #<br><b>F</b>  |                             | Subject #<br><b>282.16</b>   |
| Subject Title<br><b>Security Training</b> | Adopted<br><br>3/15/05 | Last Revised<br><br>3/17/17 | Reviewed<br>3/15/05; 4/26/10;<br>2/24/14; 5/12/15;<br>3/17/17; 3/18/19;<br>5/12/20 |

## PROCEDURE

All people that possess access to Protected Health Information (PHI) are required to attend an annual training to stress the importance of security issues and to instruct users as to steps they can take to help implement a more secure system.

### Application

This procedure shall apply to The Right Door for Hope, Recovery and Wellness.

#### 1.0 Annual Training

An annual training will be completed by the IS department to instruct users in various points of computer related security issues. Topics to be covered include:

##### A. Network Passwords

Network passwords must meet “difficult password” requirements (8 characters long, mixed case, special character). These passwords must be changed every 180 days. Users are not to share their passwords with coworkers or leave their password in a place where an unauthorized individual might gain access to it. Auditing will occur (reviewing of daily logs) to ensure that no unauthorized access is occurring.

##### B. Authorization and Clearance

To gain access to systems and resources, users must make a request via the Help Desk. A request made to gain access to a resource containing PHI will be questioned as to the justification of the request. Documentation will be generated for the request.

##### C. Termination of Employment

Upon termination of employment, a user’s account will be disabled and their name removed from any email lists. Access to the

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individual's files, folders, and email will be made available to the person's supervisor. The Human Resources Department will notify MIS-IT Director of any terminations.

### **D. Acceptable Use Policy**

Review of the Acceptable Use Policy of The Right Door for Hope, Recovery and Wellness.

### **E. Workstation Security**

Users will be instructed as the how to better secure their own workstations (monitor location, papers, etc.). The importance of mandatory screen savers, logging out and passwords will be reviewed.

### **F. Printing**

Network printing will be reviewed as to how it relates to HIPAA Privacy and security concerns. Users will be reminded to retrieve their printed documents in a timely fashion.

### **G. Malicious Software (Virus)**

General instructions will be provided as to how to avoid potential viruses from infecting The Right Door for Hope, Recovery and Wellness resources.

## **2.0 Reminders**

Periodic reminders will be given to staff (either by email, memo, or in meetings) regarding important security matters.

*This policy encompasses HIPAA Security Regulations, "Workforce Security", section 164.308(a)(3), "Security Awareness and Training", section 164.308(a)(5), and "Workstation Security", section 164.310(c).*

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| Kerry Possehn, Chief Executive Officer | Date |  |  |

The Right Door for Hope, Recovery and Wellness

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