PURPOSE

The purpose of this policy is to comply with the HIPAA Security Rule’s requirements pertaining to the integrity, confidentiality, and availability of electronic protected health information (ePHI).

SCOPE

This policy covers all electronic protected health information (ePHI), which is a person’s identifiable health information. This policy covers all ePHI, which is available currently, or which may be created, used in the future. This policy applies to all faculty, staff, students, residents, postdoctoral fellows, and non-employees (including visiting faculty, courtesy, affiliate, and adjunct faculty, industrial personnel, and others) who collect, maintain, use, or transmit ePHI in connection with activities at Creighton University (CU).

POLICY

Creighton University must conduct a risk analysis and implement security measures and safeguards for each system to reduce risks and vulnerabilities to a reasonable and appropriate level. Creighton University must also regularly evaluate these measures and safeguards to ensure their effectiveness.

DEFINITIONS

Protected Health Information
Individually identifiable health information transmitted or maintained in any form.

Electronic Protected Health Information (ePHI)
Individually identifiable health information transmitted or maintained in electronic form.

Security Measures and Safeguards
Processes or procedures conducted to reduce risk.

RESPONSIBILITIES

Systems Administrators are responsible for adhering to this policy by managing the risk management process.

Information Security Officer has the responsibility to ensure that appropriate risk analysis covering at a minimal all ePHI are performed at a frequency of at least once a year. Approve risk mitigation plans, risk prioritization, and the elimination or minimization of risks. Facilitate timely actions, decisions and remediation activities.

ADMINISTRATION AND INTERPRETATIONS
This policy shall be administered by Information Security. Questions regarding this policy should be directed to the Information Security Officer.

AMENDMENT/TERMINATION OF THIS POLICY

The University reserves the right to modify, amend or terminate this policy at any time. This policy does not constitute a contract between the University and its faculty or employees.

REFERENCES TO APPLICABLE POLICIES


EXCEPTIONS

None

VIOLATIONS/ENFORCEMENT

Any known violations of this policy should be reported to the University's Information Security Officer at 402-280-2386 or via e-mail to infosec@creighton.edu.

Violations of this policy can result in immediate withdrawal or suspension of system and network privileges and/or disciplinary action in accordance with University procedures.

The University may advise law enforcement agencies when a criminal offense may have been committed.