


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

APPROVED	RESPONSIBILITY	EFFECTIVE DATE	NUMBER	PAGE
	Information Technology Administrator (HIPAA Security Officer)	12/2004	6420-19	1 of 2
TITLE: SECURITY REMINDERS POLICY				

PURPOSE:

The purpose is to implement periodic security reminders to all members of the workforce. This is a standard required under the Administrative Safeguards of the HIPAA Security Rule.

SCOPE:

This policy applies to Guam Memorial Hospital Authority in its entirety, including all workforce members.

POLICY:

The Guam Memorial Hospital Authority will periodically send out security reminders to all members of the workforce.

The security reminders shall reflect security awareness concerns and issues that have the potential to compromise the confidentiality, integrity or availability of electronic protected health information (ePHI).

The security reminders may also communicate new or on-going security activities and initiatives.

RESPONSIBILITIES:

The HIPAA Security Officer, under the delegated authority of the Hospital Administrator, is responsible for periodically sending out security reminders to all members of the workforce.

The HIPAA Security Officer, under the delegated authority of the Hospital Administrator, will be responsible for ensuring the implementation of the requirements of Applications and Data Criticality Analysis.

COMPLIANCE:

Failure to comply with this or any other security policy will result in disciplinary actions as per the Sanction Policy 6420-8. Legal actions also may be taken for violations of applicable regulations and laws such as HIPAA.

Reviewed: 01/2006
Revised: 02/2006
Approved: EMC 2/15/06

Security Reminders is an addressable implementation specification defined within the Security Awareness and Training standard (164.308 (a)(5)) in the Administrative Safeguards category of the HIPAA Security Rule.

PROCEDURES:

Procedures related to the Security Reminders Procedure includes:

- Workforce Security Procedure
- Security Awareness and Training Procedure
- Security Incident Procedure

REFERENCES:

- HIPAA Final Security Rule, 45 CFR Parts 160, 162, and 164, Department of Health and Human Services, <http://www.cms.hhs.gov/hipaa/hipaa2/regulations/security/default.asp>, February 20, 2003.
- CMS, "CMS Information Systems Security Policy, Standards and Guidelines Handbook", CMS, February 2002.
- International Standards Organization (ISO/IEC 17799:2000(E)).