


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

APPROVED	RESPONSIBILITY	EFFECTIVE DATE	NUMBER	PAGE
	Information Technology Administrator (HIPAA Security Officer)	12/2004	6420-35	1 of 2
TITLE: MAINTENANCE RECORDS POLICY				

PURPOSE:

The purpose is to implement policies and procedures to document repairs and modifications to the physical components of a computer and electronic protected health information (ePHI) facility which are related to security (for example, hardware, walls, doors, and locks). This is a standard required under the Physical Safeguards of the HIPAA Security Rule.

SCOPE:

This policy applies to Guam Memorial Hospital Authority in its entirety, including all workforce members. Further, the policy applies to all systems, network, and applications, as well as all facilities, which process, store or transmit electronic protected health information (ePHI).

POLICY:

Guam Memorial Hospital Authority will identify the physical components that are essential to security of the Hospital's main computer and ePHI stored facility. The HIPAA Security Officer, the Hospital Chief of Security and the Hospital Facilities Manager must oversee any security-relevant physical modifications. A maintenance record must be created for each modification made to the physical site, facility or building. Such information must be securely stored.

RESPONSIBILITIES:

The HIPAA Security Officer, under the delegated authority of the Hospital Administrator, will be responsible for ensuring the implementation of the Maintenance Records Policy.

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.

Maintenance Records is an addressable implementation specification defined within the Facility Access Controls standard (164.310 (a)(1)) in the Physical Safeguards category of the HIPAA Security Rule.

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

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)).