


**GUAM MEMORIAL HOSPITAL AUTHORITY  
ADMINISTRATIVE MANUAL**

APPROVED	RESPONSIBILITY	EFFECTIVE DATE	NUMBER	PAGE
	Information Technology Administrator (HIPAA Security Officer)	12/28/04	6420-4	1 of 2
<b>TITLE: COMPUTER SOFTWARE POLICY</b>				

**PURPOSE:**

The purpose of this policy is to prevent the unauthorized and illegal use of computer software or the use of software in a manner that is designed to disrupt the effective use of any computer, computer system, network or software at the Guam Memorial Hospital Authority (GMHA).

**SCOPE:**

Guam Memorial Hospital Authority has licensed copies of computer software from a variety of publishers to help fulfill its mission. Licensed and registered copies of software programs have been installed on GMHA computers and appropriate backup copies made in accordance with the licensing agreements. No other copies of the software or its documentation will be made without the express written consent of the software publisher. The use of software obtained from any other source could present security and legal threats to the Hospital as well as to Hospital individuals, and such use is strictly prohibited.

**POLICY:**

It is the policy of Guam Memorial Hospital Authority that all software used at or on behalf of the Hospital should be properly licensed. Any computer software program used in any computer owned by GMHA shall be used only in accordance with the terms and conditions of the licensing agreement.

**PROCEDURE:**

1. GMHA does not approve or condone the unauthorized copying of computer software programs for home or personal business use.
2. The creation, intentional distribution and/or infection of a computer with a virus are strictly prohibited.
3. In support of this policy, site licenses for computer software programs shall be administered and managed by the GMHA Information Technology (IT) Department. Individual software program licenses should be maintained in the office of where the computer software program is used and shall be readily available for purposes of auditing and reference.

Reviewed: December 2004  
Revised:  
Approved: EMC 12/28/04

4. Software Use at GMHA:

- Proprietary software is under copyright protection. This protection is identified by the copyright notice affixed on the source disc and displayed when software is installed. Purchased software must be used in accordance with this policy, contract agreements and copyright laws.
- Software which is purchased by the Guam Memorial Hospital Authority is authorized for hospital use only. Making copies of GMHA purchased software for personal use is strictly prohibited. To do so is a misuse of property and violates standards of conduct established for employees and contractual personnel.
- Installation of all software purchased by GMHA will be coordinated with and performed by the IT Department.
- Software not purchased by GMHA or personally licensed as well as unlicensed software obtained may not be used on GMHA computers and is strictly prohibited.
- Shareware may be used on GMHA computers assuming compliance with the following two conditions:
  1. Its use is fully compliant with all license agreements.
  2. The IT Administrator provides prior written approval and authorization, which should primarily be based on the absence of any computer virus, functionality with other standard applications and a concern for the overall maintainability of the Hospital systems.
- Performing unauthorized modifications of licensed software is strictly prohibited.

**RESPONSIBILITIES:**

The IT Administrator (HIPAA Security Officer) is responsible for ensuring the implementation of the Computer Software Policy.

Authorized IT Department Staff will conduct periodic audits and assessments of computer software use, licenses, and maintain software inventory database at least once annually.

All Hospital Staff must comply with this policy.

**ENFORCEMENT:**

1. GMHA reserves the right to protect its reputation and its investment in computer software by enforcing strong internal controls to detect and prevent the making or use of unauthorized copies of software. These controls will include periodic assessments of software use, announced and unannounced audits of GMHA computers to assure compliance and the removal of any software found on GMHA's property for which a valid license or proof of license cannot be determined and authenticated.
2. A violation of this policy shall subject any employee of GMHA to disciplinary action, up to and including dismissal or expulsion. The person responsible for violation may also be held liable for any criminal or civil penalty that might be imposed as a result of their action.-----Nothing Follows.-----