


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

APPROVED	RESPONSIBILITY	EFFECTIVE DATE	NUMBER	PAGE
	Information Technology Administrator (HIPAA Security Officer)	12/2004	6420-41	1 of 2
TITLE: ACCOUNTABILITY POLICY				

PURPOSE:

The purpose is to maintain a record of the movements of hardware and electronic media containing electronic protected health information (ePHI) and any person responsible thereto. 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 ePHI.

POLICY:

Guam Memorial Hospital Authority will ensure that a record is maintained to identify movements of ePHI-related hardware and devices. The movement of hardware, electronic media and devices includes the receipt, removal, storage and/or disposal of ePHI systems. Such information will also include the identity of responsible persons associated with the movement.

RESPONSIBILITIES:

The HIPAA Security Officer, under the delegated authority of the Hospital Administrator, will be responsible for ensuring the implementation of the requirements of the Accountability Policy and proper documentation is used to document the movements of hardware and electronic media.

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.

Accountability is an addressable implementation specification defined within the Device and Media Controls standard (164.310 (d)(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)).