


**GUAM MEMORIAL HOSPITAL AUTHORITY  
ADMINISTRATIVE MANUAL**

| <b>APPROVED</b>   | <b>RESPONSIBILITY</b>   | <b>EFFECTIVE DATE</b> | <b>NUMBER</b> | <b>PAGE</b> |
|---|---|-----------------------|---------------|-------------|
|  | Information Technology<br>Administrator (HIPAA<br>Security Officer) | 12/2004               | 6420-49       | 1 of 2      |
| <b>TITLE: INTEGRITY POLICY</b>  |   |                       |               |             |

**PURPOSE:**

The purpose is to implement policies and procedures to protect electronic protected health information (ePHI) from improper alteration or destruction. This is a standard required under the Technical 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:**

The Guam Memorial Hospital Authority will develop security policies to identify core activities for the Mechanism to authenticate implementation specification.

Guam Memorial Hospital Authority will review the results of risk analysis to identify the data that must be protected from improper alteration or destruction. The files and associated directories where such data is stored will be checked for data integrity.

Guam Memorial Hospital Authority will ensure that all ePHI systems are designed to maintain data integrity.

Guam Memorial Hospital Authority will train members of the workforce to report unauthorized data modification or destruction.

**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 Integrity standard.

**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

Integrity is a standard (164.312 (c)) defined in the Technical Safeguards category of the HIPAA Security Rule.

**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)).