


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

APPROVED	RESPONSIBILITY	EFFECTIVE DATE	NUMBER	PAGE
	Information Technology Administrator (HIPAA Security Officer)	12/2004	6420-50	1 of 2
TITLE: MECHANISM TO AUTHENTICATE ELECTRONIC PROTECT HEALTH INFORMATION POLICY				

PURPOSE:

The purpose is to implement electronic mechanisms to corroborate that electronic protected health information (ePHI) has not been altered or destroyed in any unauthorized manner. 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:

Guam Memorial Hospital Authority will review the use of digital signature and/or checksum technology to corroborate that ePHI has not been altered or destroyed in any unauthorized manner.

Guam Memorial Hospital Authority will establish a baseline of information to compare future data integrity checks against. This includes checking actual file and directory contents and attributes against a reference, such as a cryptographic checksum matching.

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 Mechanism to Authenticate ePHI 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.

Mechanism to Authenticate ePHI is an Addressable Implementation Specification defined within the Integrity standard (164.312 (d)) in the Technical 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)).