


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

APPROVED	RESPONSIBILITY	EFFECTIVE DATE	NUMBER	PAGE
	Information Technology Administrator (HIPAA Security Officer)	12/2004	6420-55	1 of 2
TITLE: DOCUMENTATION POLICY				

PURPOSE:

The purpose is to implement reasonable and appropriate policies and procedures to comply with the standards, implementation specifications and other requirements 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 retain the documentation required by the HIPAA Security Rule for 6 years from the date of its creation or the date when it was last in effect, whichever is later.

Guam Memorial Hospital Authority will make documentation available to those persons responsible for implementing the procedures to which the documentation pertains.

The purpose is to review the documentation periodically, and update as needed, in response to environmental or operational changes affecting the security of the electronic protected health information.

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 Documentation 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.

Documentation is defined in Section 164.316 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)).