


**GUAM MEMORIAL HOSPITAL AUTHORITY  
ADMINISTRATIVE MANUAL**

<b>APPROVED</b>	<b>RESPONSIBILITY</b>	<b>EFFECTIVE DATE</b>	<b>NUMBER</b>	<b>PAGE</b>
	Information Technology Administrator (HIPAA Security Officer)	12/2004	6420-57	1 of 2
<b>TITLE: NETWORK SECURITY POLICY</b>				

**PURPOSE:**

The purpose is to secure communication devices and data on the Guam Memorial Hospital Authority network as well as the network infrastructure. This is a required standard of the HIPAA Security Rule.

**SCOPE:**

This policy applies to all Guam Memorial Hospital Authority workforce members including, but not limited to full-time employees, part-time employees, trainees, volunteers, contractors, temporary workers, and anyone else granted access to sensitive information such as electronic protected health information (ePHI) by Guam Memorial Hospital Authority.

**POLICY:**

The standard for network protocols in the Guam Memorial Hospital Authority network infrastructure is TCP/IP.

The Guam Memorial Hospital Authority will:

- Use encryption as much as possible to protect data
- Use firewall(s) to secure critical segments
- Deploy Intrusion Detection Systems (IDS) and Intrusion Prevention Systems (IPS) on all critical segments
- Disable all services that are not in use or services that have use of which you are not sure
- Use wrappers around all services to log their usage as well as to restrict connectivity

**RESPONSIBILITIES:**

The HIPAA Security Officer, under the delegated authority of the Hospital Administrator, will be responsible for ensuring that network protocols are configured securely.

**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

**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)).