

Buchanan County Health Center	Policy #HIM 4
SUBJECT: INFORMATION SECURITY POLICY	PAGE: 1
DEPARTMENT: HEALTH INFORMATION MANAGEMENT	OF: 1
	EFFECTIVE: 09/14/01
	REVIEWED: 09/21/05

PURPOSE: To protect the integrity, availability and confidentiality of computer-based information and the resources used to enter, store, process and communicate it, along with the patient's record in paper form.

PROCEDURE:

All information within the Health Information Management department is considered confidential. The department is locked after hours when department staff is not available. Keys are only available at the switchboard and the nurses' station for chart removal to the nursing floor or Emergency Room if needed in off hours.

No paper patient information is thrown away in the regular trash. All information will be placed in a locked bin supplied by a commercial shredding business.

Transcription is done on PCs that are networked within the department. To obtain access to the network a password is required. Then to gain access to the transcription system, a password is required.

The Health Information Management department utilizes a wet sprinkler system throughout the department and also maintains a 20 minute fire rated door.