I. PURPOSE

This standard reflects East Carolina University’s commitment to appropriately track and log the movements of E PHI on healthcare computing systems and their associated electronic media and to hold ECU workforce members accountable for such movement.

II. AUTHORIZATION AND ENFORCEMENT

Health Care component management and/or administrator(s) are responsible for monitoring and enforcing this policy, in consultation with the ECU IT Security Officer, ECU HIPAA Security Officer, and ECU HIPAA Privacy Officer.

III. STANDARD

All movement of ECU healthcare computing systems and their associated electronic media containing E PHI into, out of, and within its facilities must be appropriately tracked and logged.

IV. APPLICABILITY

This standard is applicable to all workforce members who are responsible for or otherwise administer a healthcare computing system. A healthcare computing system is defined as a device or group of devices that store E PHI which is shared across the network and accessed by healthcare workers.
V. PROCEDURE

1. ECU Health Care Components must maintain an inventory of all healthcare computing systems and their associated devices that store EPHI. The inventory must also identify the persons responsible for the devices containing EPHI.

2. ECU Health Care Components must maintain a record of the movement of healthcare computing systems and their associated media containing EPHI as it moves into and out of the facility.

3. Before healthcare computing systems and their associated media containing EPHI are moved to a location outside of ECU’s premises, the move must be approved by the Health Care Component and the move must be tracked and documented.

4. ECU workforce members, who move healthcare computing systems or their associated electronic media containing EPHI, are responsible for the subsequent use of such items and must take all appropriate and reasonable actions to protect them against damage, theft, and unauthorized access.

VI. COORDINATING INSTRUCTIONS

1. All section policies and procedures will be reviewed annually. Every section policy and procedure revision/replacement will be maintained for a minimum of six years from the date of its creation or when it was last in effect, whichever is later. Other East Carolina University requirements may stipulate a longer retention.