East Carolina University
HIPAA Security Standards

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HIPAA Security Rule Language: “Establish (and implement as needed) procedures that allow facility access in support of restoration of lost data under the disaster recovery plan and emergency mode operations plan in the event of an emergency.”

Regulatory Reference: 45 CFR 164.310(a)(2)(i)

I. PURPOSE

This standard reflects East Carolina University’s commitment to ensure that, in the event of a disaster or emergency, appropriate individuals can enter its facilities to take necessary actions defined in its Disaster Recovery and Business Continuity Plans.

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

ECU Health Care Components must have formal, documented procedures for allowing designated individuals to enter its facilities to take necessary actions as defined in its Disaster Recovery and Business Continuity Plans.

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 EPHI which is shared across the network and accessed by healthcare workers.
V. PROCEDURE

The following safeguards must be implemented to satisfy the requirements of this standard:

1. ECU Health Care Components must ensure that, in the event of a disaster or emergency, appropriate persons can enter its facility to take necessary actions defined in its Disaster Recovery and Business Continuity Plans.

2. Based on its Disaster Recovery and Business Continuity Plans, ECU Health Care Components must develop, implement, and regularly review a formal, documented procedure that ensures that authorized employees can enter the facility to enable continuation of processes, and controls that protect EPHI while the ECU Health Care Component is operating in emergency mode.

3. In the event of an emergency, only authorized ECU employees may administer or modify processes and controls which protect EPHI contained on information systems. Such employees or roles must be defined in ECU Health Care Components’ Disaster Recovery and/or Business Continuity Plans.

VI. COORDINATING INSTRUCTIONS

1. All section policies, standards and procedures will be reviewed annually. Every section policy, standard 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, University of North Carolina system, or state of North Carolina requirements may stipulate a longer retention period.