I. PURPOSE

This standard reflects East Carolina University’s commitment to document all repairs and modifications to the physical components of its facilities that are related to the protection of EPHI.

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 document all repairs and modifications to the physical components of its facilities that contain healthcare computing systems.

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 document all repairs and modifications to the physical components of its facilities where healthcare computing systems are located. Physical components include, but are not limited to: electronic card access systems, locks, doors, and walls.

2. ECU Health Care Components must conduct an inventory of all the physical components of its facilities that are related to the protection of healthcare computing systems on an annual basis at a minimum. Inventory results must be documented and stored in a secure manner.

3. Repairs or modifications to any ECU physical component listed in the above inventory must be documented. At a minimum, the documentation must include:

   - Date and time of repair or modification
   - Reason for repair or modification
   - Person(s) performing the repair or modification
   - Outcome of repair or modification

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.