I. PURPOSE

This standard reflects East Carolina University’s commitment to develop and implement procedures for terminating electronic sessions on information systems that contain or access 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 terminate or lock inactive electronic sessions for information systems that contain or access EPHI.

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. Where possible ECU Health Care Components must implement automatic logoffs for inactive health care applications sessions.

2. Where ECU Health Care Components cannot implement automatic logoffs for inactive health care applications, they must implement automatic locking on all workstations used to access those applications.

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.