



## Oklahoma State University

<b>Title: Security Reminder</b>	<b>Policy #: SEC-04.01</b>
<b>Category: HIPAA Compliance</b>	<b>Authority: 45 CFR § HIPAA SECTION: 164.308(a)(5)(ii)(A)</b>
<b>Standard: Security Awareness &amp; Training</b>	<b>Responsibility: Health Care Components</b>
<b>Effective Date: 4/20/2005</b>	<b>Page 1 of 1</b>
<b>Approved By: OSU Legal Counsel</b>	<b>Revised: 7/1/2013</b>

### PURPOSE:

To ensure that each employee is kept informed of best practices and security procedures with PHI.

### POLICY:

Implement a security awareness and training program for all members of its workforce (including management). §164.308(a)(5)(ii)(A)

Each employee is to know how to safely and securely handle EPHI. All OSU employees are expected to read and follow the guidelines provided.

### PROCEDURE:

OSU will provide a webpage for employees. IT will be responsible for sending out emails whenever new information or security threats are made available. The HIPAA Compliance Office or designee will send an email to employees at least each quarter with tips and/or reminders referencing the webpage.

This information is in addition to material provided in the HIPAA training. I.T. and/or the Change Control Committee will provide the HIPAA Compliance Office with information for the HIPAA training sessions. This will include but not be limited to the following:

- Password management and selection
- Security incident reporting
- Virus protection and its importance
- New Virus Alerts
- SUS Updates (Microsoft patches)

The OSU designated HIPAA official will periodically provide security awareness reminders to all staff. These reminders may include, but not be limited to, verbal discussions at department or building meetings; print materials; video; internet streaming; or formal training seminars. OSU will maintain a log of all security reminders and the recipients of the reminders.