Oklahoma State University

Title: Log-in Monitoring	Policy #: SEC-04.03
Category: HIPAA Compliance	Authority: 45 CFR § HIPAA SECTION: 164.308(a)(5)(ii)(C)
Standard: Security Awareness & Training Implementation	Responsibility: Health Care Components
Effective Date: 4/20/2005	Page 1 of 1
Approved By: OSU Legal Counsel	Revised: 7/1/2013

PURPOSE:

To ensure appropriate measures are implemented to verify access to PHI systems and report discrepancies to appropriate personnel.

POLICY:

OSU will provide procedures for monitoring log-in attempts and reporting discrepancies.
§164.308(a)(5)(ii)(C)

PROCEDURE:

An audit trail within OSU Servers containing ePHI will track user id, date, and time of logon. IT will maintain Audit logs and will be maintained for six (6) years.

These Audit logs will be run periodically to determine any non-compliance and as needed to track down possible issues.

Examples of logs:

Active Directory log contains: login/logoff event, computer name, user name, date and time.

DHCP log contains: MAC address, ip address, date, time.

ACS – Wireless log contains: MAC address, ip address, host name, user name, date and time.

Various healthcare related software systems will include login/logoff events, user name, dates and times including events specific to the software.