



Oklahoma State University

Title: Facility Security Plan	Policy #: SEC-09.02
Category: HIPAA Compliance	Authority: 45 CFR § 164.310(a)(2)(ii) HIPAA SECTION:
Standard: Facility Access Controls	Responsibility: Health Care Components
Effective Date: 4/20/2005	Pages: Page 1 of 2
Approved By: OSU Legal Counsel	Revised: 7/1/2013

PURPOSE:

Identify process to secure facilities housing EPHI

POLICY:

OSU will implement policies and procedures to safeguard the facility and the equipment therein from unauthorized physical access, tampering, and theft. *§164.310(a)(2)(ii)*

PROCEDURE:

Employees will take necessary steps to protect and secure protected health information in their areas.

To the extent possible, key distribution is kept to a minimum. Only authorized staff can obtain a building master and its use shall be documented. Any loss of a building master will be reported to the Office Manager and/or Department Head as well as Physical Plant.

Each employee shall assume responsibility for assisting in maintaining a secure work place. This includes control of access by non-staff to patient care areas and work areas. Any suspicious behaviors by non-staff should be confronted by OSU staff or supervisor. If there is perceived to be any potential risk to staff or patients, OSU Security should be contacted immediately.

To minimize unauthorized access to our patient's confidential information, staff should refrain to the extent possible, accessing areas to which they are not assigned. As well, staff should politely challenge other staff who may be present in non-assigned work areas.

Staff should, to the greatest extent possible, minimize or prevent non-staff from entering OSU work areas. This includes friends, family, students and other OSU staff. It is recognized that this is not always possible and in such circumstances the employee should take steps to cover work, log off computers, and in any other way possible, prevent unauthorized individuals from observing or having visual or auditory contact with protected health information of any kind.

It is recognized that from time to time it will be necessary for maintenance and repair personnel to be in areas in which confidential information is present. All routine repairs and maintenance will be done during business hours with staff available to oversee and insure that inappropriate access and actions are not taken.



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In the case of emergencies, OSU will cooperate with OSU Physical Plant and other university authorized staff to allow access to the areas needing repair while insuring that inappropriate behaviors are prevented.

REFERENCE:

PRV-14.01 Facility Security