



Oklahoma State University

Title: Automatic Logoff	Policy #: SEC-12.03
Category: HIPAA Compliance	Authority: 45 CFR HIPAA SECTION: § 164.312(a)(2)(iii)
Standard: Access Control	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 an automatic logoff procedure occurs for ePHI systems.

POLICY:

OSU will implement electronic procedures that terminate an electronic session after a predetermined time of inactivity. §164.312(a)(2)(iii)

PROCEDURE:

Security is an issue that is shared by each employee. Once a user logged in to EMR or Practice Management reaches an idle activity time of 25 minutes, the system will automatically log them off. In addition, once the user's computer reaches an idle activity time of 25 minutes, a password protected screen saver will be automatically enforced.