



## Oklahoma State University

<b>Title: Encryption &amp; Decryption</b>	<b>Policy #: SEC-12.04</b>
<b>Category: HIPAA Compliance</b>	<b>Authority: 45 CFR § 164.312(a)(1)(iv)</b> <b>HIPAA SECTION:</b>
<b>Standard: Access Controls</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:**

Identify the methods to securely encrypt and decrypt EPHI.

### **POLICY:**

OSU will implement a mechanism to encrypt and decrypt electronic protected health information.  
*§164.312(a)(1)(iv)*

All access to CHS medical servers will be restricted by using only the vendor supplied client applications.

### **PROCEDURE:**

The Supervisor of an individual employee requesting access determines what access to EMR & Practice Management is given, and the HIPAA Compliance Office will either approve or deny the request as stated in the Access Authorization policy. Each computer on the campus network connects to either server via a private network and encrypted client software. Anyone who wishes to access these systems remotely must use OSUVPN Gateway.

All clinical Laptops are to have whole disk encryption before being deployed to end user.

All portable storage devices in the clinic system will also have whole disk encryption before being deployed to the end user.

The OSU in Tulsa Information Technology department will install encryption software on all laptops currently in use on the OSU CHS campus and at clinical locations. Once completed, the list will be provided to the OSU CHS HIPAA Compliance Office. Beginning FY14, laptops purchased for the use at OSU-CHS and at clinical locations will use hard drive encryption and not software encryption.

The OSU in Tulsa Information Technology department will store software encryption keys in a secure network location. IT administrators are the only individuals who will have access to the software keys and will only be used to restore files.

### **REFERENCE:**

Access Authorization