North Dakota Department of Health
HIPAA Policy

Policy Title:	**Security Management Process**	
Policy Number:	S-001	Version: 1.0
Reference:	45 CFR 164.306 (a); 45 CFR 164.308 (a)(1)	
Applicability:	Department of Health	
Approved By:	Dr. Terry Dwelle, State Health Officer Arvy Smith, Deputy State Health Officer Darleen Bartz, HIPAA Coordinator, Privacy Officer	
Effective Date:	April 14, 2003	

Policy:

The NDDoH will implement processes to prevent, detect, contain and correct all security violations that will ensure the confidentiality, integrity and availability of all confidential and protected health information (PHI) residing on all NDDoH electronic information systems.

Exceptions:

None

Procedure:

- The NDDoH Information Technology (IT) Group will conduct periodic security assessments, in accordance with the Security Evaluations policy, that will identify potential risks and vulnerabilities in our efforts to secure confidential and protected health information. These assessments will be documented by the Information Security Officer or designee. These assessments can be scheduled or unscheduled. These assessments will be reviewed by the NDDoH IT Group to evaluate and/or modify existing security policies and procedures within the department.

- The NDDoH will implement various information security policies and procedures that provide adequate security against threats or hazards to the confidentiality, integrity and availability of all electronic PHI that the NDDoH creates, receives, maintains or transmits.
    - NDDoH Security Policies:
        - Designation of an Information Security Officer (S-002)
        - Access Control for Electronic Information Systems (S-003)
        - Security Awareness (S-004)
        - Device and Media Controls (S-005)
        - Workstation/Server Security and Use (S-006)
        - Security Evaluations (S-007)
        - Contingency Plan for Electronic Information Systems (S-008)

- Security Incident Procedures (S-009)
- Transmission Security (S-010)
- Audit Controls for Electronic Information Systems (S-011)

- All NDDoH workstations and servers must have approved anti-virus software installed to prevent against data loss and corruption. Anti-virus software must perform, at a minimum:
  - Weekly workstation scans of local hard drives;
  - Daily checks for updates to their virus definition files.

- NDDoH employees that violate NDDoH information security policies will be subject to disciplinary action outlined in privacy policy regarding Workforce Sanctions (P-027).

- The NDDoH Information Security Officer or designee will be responsible for regularly reviewing all activity logs and reports generated by any NDDoH electronic information system to ensure there was not a breach in security.

Related Forms:

None

Definitions:

NDDoH – North Dakota Department of Health

Protected Health Information – Individually identifiable health information that is transmitted or maintained by electronic media or transmitted or maintained in any other form or medium

Individually Identifiable Health Information – Health information which includes demographic information that relates to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual and that identifies the individual or there is a reasonable basis to believe the information can be used to identify the individual

Information Technology (IT) Group – This group is comprised of all the department's information technology coordinators as outlined in the NDDoH Information Technology plan.