 <p>Heritage Provider Network & Affiliated Medical Groups</p>	Program: Management Information Systems		
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	Authored by: Dave Pfafman	Date: 04/20/2005	Revised by: Dave Pfafman Date: 02/02/2015
	Approved by: Scott Bae	Date: 02/02/2015	
Title of Policy: Automatic Logoff			

POLICY:

It is the policy of Heritage Provider Network and its Affiliated Groups (HPN) to provide information for management and workforce members to ensure that access to all servers and workstations that access, transmit, receive, or store EPHI is appropriately controlled.

PURPOSE:

The purpose of this policy is to provide information for management and workforce members to ensure that access to all servers and workstations that access, transmit, receive, or store EPHI is appropriately controlled.


DEFINITIONS:

1. EPHI - Protected Health Information – Individually identifiable health information that is transmitted or maintained by electronic media.
2. 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.

PROCEDURE:

1. Heritage Provider Network’s servers, workstations, or other computer systems containing EPHI must employ inactivity timers or automatic logoff mechanisms. The mechanisms must terminate a user session after a maximum of 15 minutes of inactivity.
2. Heritage Provider Network’s servers, workstations, or other computer systems located in open, common, or otherwise insecure areas, that access, transmit, receive, or store EPHI must employ inactivity timers or automatic logoff mechanisms. (i.e. a password protected screen saver that blacks out screen activity). The mechanisms must terminate a user session after a maximum of, but not limited to, 15 minutes of inactivity.

PROCEDURE (continued):

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3. Applications and databases using EPHI, such Electronic Medical Records, must employ inactivity timers or automatic session logoff mechanisms. Application sessions must automatically terminate after a maximum of, but not limited to, 15 minutes of inactivity.
4. Heritage Provider Network's servers, workstations, or other computer systems that access, transmit, receive, or store EPHI, and are located in locked or secure environments, do not need to implement inactivity timers or automatic logoff mechanisms.
5. If a system requires the use of an inactivity timer or automatic logoff mechanism as detailed in the above procedures, but does not support an inactivity timer or automatic logoff mechanism, one of the following procedures must be implemented:
 - a. The system must be upgraded or moved to support the minimum Automatic Logoff procedures.
 - b. The system must be moved into a secure environment.
 - c. All EPHI must be removed and relocated to a system that supports the minimum Automatic Logoff procedures.
6. When leaving a server, workstation, or other computer system unattended, Heritage Provider Network's workforce members must lock or activate the systems Automatic Logoff Mechanism (e.g. CTRL, ALT, DELETE and Lock Computer) or logout of all applications and database systems containing EPHI.

Enforcement

1. Heritage Provider Network's Security Officer, office manager and supervisors are responsible for enforcing this policy. Employees and workforce members who violate this policy will be subject to disciplinary action, up to and including termination or dismissal.