



DEPARTMENT: Information Systems	POLICY NUMBER: 001
DISTRIBUTION: All Staff	EFFECTIVE DATE:
SUBJECT: Workstation Security	REVISION DATE:

POLICY:

Equinox Inc. shall implement safeguards to prevent unauthorized access to EPHI through workstations and to protect EPHI from any intentional or unintentional use or disclosure.

PROCEDURE:

Person(s) Responsible:	Procedures:
Information Technology Personnel	1. All workstations used by workforce members to access EPHI shall be set to automatically lock the computer when it is left unattended, requiring the user to enter a password to unlock the workstation.
Workforce Members	2. Workforce members shall ensure that observable confidential information is adequately shielded from unauthorized disclosure and access on computer screens. At each site, every effort shall be made to ensure that confidential information on computer screens is not visible to unauthorized persons. Staff can also lock their screens manually by pressing Ctrl-Alt-Del and choosing Lock.
Workforce Members	3. Workforce members who work from home or other non-office sites shall follow the above workstation security controls to safeguard EPHI access or viewing by any unauthorized individual. Workforce members shall not allow Equinox Inc. computers or other equipment to be used by non-authorized personnel.
Workforce Members	4. Workforce members shall protect printed versions of EPHI that have been transmitted via fax or multi-use machines by promptly removing documents from shared devices.
Workforce Members	5. Whenever possible, confidential documents are to be placed in locked cabinets or drawers when left unattended.