

# GREATER COLUMBIA BEHAVIORAL HEALTH

## Policies and Procedures

Category: Privacy and Security  
Approved On: 08/2004  
Approved By: The Board of Directors  
Revised: 00/00/00  
Effective Date: 15 days from approval/ the last revision

**No: PS608.00**

**Title: Workstation Use and Portable Computer Procedure**

All staff of GCBH who use computer terminals, laptop, notebook, or other portable computers must be familiar with the procedure. Demonstrated competence in the requirements of the procedure is an important part of every GCBH employee's responsibilities.

### **I. Workstation Use:**

- A. Personnel using computers will not smoke, eat, or drink at the terminal to prevent damage due to spills and so forth.
- B. Personnel logging onto the system will ensure that no one observes the entry of their password.
- C. Personnel will neither log onto the system using another's password nor permit another to log on with their password. Nor will personnel enter data under another person's password. Please refer to the Password Protection Procedure.
- D. After three failed attempts to log on, the system will refuse to permit access and generate a notice to the system administrator.
- E. Each person using GCBH computers is responsible for the content of any data he or she inputs into the computer or transmits through or outside the GCBH system. No person may hide his or her identity as the author of the entry or represent that someone else entered the data or sent the message. All personnel will familiarize themselves with and comply with GCBH e-mail policy.
- F. No employees may access any confidential or other information that they do not have a need to know. No employee may disclose

confidential or other information unless properly authorized (GCBH Confidentiality Policy and the Disclosure Policy).

- G. Employees must not leave printers unattended when they are printing confidential information. This rule is especially important when two or more computers share a common printer or when the printer is in an area where unauthorized personnel have access to the printer.
- H. Employees may not use GCBH computer system to solicit for outside business ventures, organizational campaigns, or political or religious causes. Nor may they enter, transmit, or maintain communications of a discriminatory or harassing nature or materials that are obscene or x-rated. No person shall enter, transmit, or maintain messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, sexual preference, or health condition. No person shall enter, maintain, or transmit any abusive, profane, or offensive language.
- I. Personnel using the computer system will not write down their password and place it at or near the terminal, such as putting their password on a yellow "sticky" note on the screen or on a piece of tape under the keyboard.
- J. Each computer will be programmed to generate a screen saver when the computer receives no input for a specified period.
- K. Users must log off the system if he or she leaves the computer terminal for more than 30 minutes or if he/she is leaving the premises.
- L. No personnel may download protected health information (PHI) from GCBH system onto diskette, CD, hard drive, fax, scanner, any network drive or any other hardware, software, or paper without the express permission of their manager with written notice to the IS Manager, who in turn will notify the Privacy Officer.
- M. No personnel may download any software without express written permission of the IS Manager. The Information IS Manager must approve any software that an employee wishes to download. This rule is necessary to protect against the transmission of computer viruses into the system.

## **II. Portable Computer:**

Officers, agents, employees, contractors, and others using portable computers (users) must read, understand, and comply with this policy.

No user may, for any purpose, download, maintain, or transmit, confidential or other PHI on a computer without the written authorization of the IS Manager upon the recommendation of their manager. IS Manager to forward to Privacy Officer.

Any portable equipment requested must be logged in the Information Services equipment log. The hardware, software, all related components, and data are the property of GCBH and must be safeguarded and be returned upon request and upon termination of your employment. You are responsible for the equipment GCBH issue's you during your employment.

The user agrees to use the equipment solely for GCBH business purposes. The user further understands:

- A. Dial in functions are restricted to dialing into GCBH. User is not permitted to dial into any other unauthorized services, Internet service providers, or any other Internet access or to use the dial-up capabilities in any other manner than as instructed. The user understands that the hardware has been disabled from performing any functions other than those intended for business use and that the user may not attempt to enable such other functions.
- B. Computers, associated equipment, and software are for business use only, not for the personal use of the user or any other person or entity.
- C. Users will not download any software onto the computer except as loaded by authorized staff of the Information Services department.
- D. Users will not insert any floppy disks, CDs, or other media into the computer without the express authorization of the Information Services Manager. Excluding GCBH formatted devices used to create backup's of user data.
- E. Users must use only batteries and power cables provided by GCBH and may not, for example, use their car's adaptor power sources.
- F. Users will not connect any non-GCBH peripherals (keyboards, printers, modems, etc.) without the express authorization of the Information Services department.

- G. Users are responsible for securing the unit, all associated equipment, and all data, within their homes, cars, and other locations as instructed in the training provided.
- H. Users may not leave mobile computer units unattended unless they are in a secured location.
- I. Users should not leave mobile computer units in cars or car trunks for an extended period in extreme weather (heat or cold) or leave them exposed to direct sunlight.
- J. Users must place portable computers and associated equipment in their proper carrying cases when transporting them.
- K. Users must not alter the serial numbers and asset numbers of the equipment in any way.
- L. Users will not permit anyone else to use the computer for any purpose, including, but not limited to, the user's family and/or associates, clients, client families, or unauthorized officers, employees, and agents of GCBH.
- M. Users must not share their passwords with any other person and must safeguard their passwords and may not write them down so that an unauthorized person can obtain them. (See the Password Protection procedure).
- N. Users must report in writing any breach of password security immediately to the IS Manager, who in turn will notify the Privacy Officer.
- O. Users must maintain confidentiality when using the computers. The screen must be protected from viewing by unauthorized personnel, and users must properly log out and turn off the computer when it is not in use.
- P. Users must immediately report in writing any lost, damaged, malfunctioning, or stolen equipment or any breach of security or confidentiality to the IS Manager, who in turn will notify the Privacy Officer.

### **III. Enforcement:**

All managers are responsible for enforcing this policy. Employees who violate this policy are subject to discipline up to and including

termination from employment in accordance with GCBH's Sanction Policy.

#### **IV. Scheduled Review of this Policy:**

The review of the GCBH policies and procedures manual is on a two year cycle. The GCBH policy review and revision approval process is a three month process. This procedure is scheduled to be reviewed every second year:

- A. by GCBH staff by April of odd years,
- B. by the Regional Advisory Board (RAB) by May of odd years,
- C. by the GCBH Board of Directors by June of odd years, and
- D. outside of the schedule if required.