

Bethany Life Communities	Date Written: 2-24-2003	Date Revised: 5-1-2009
<i>Computer Terminals/Workstations (HIPAA Security & Privacy)</i>	Page 1 of 1	

Policy Statement

Computer terminals and workstations will be positioned/shielded to ensure that resident and Bethany Life Communities information is protected from public view or unauthorized access.

Policy Interpretation and Implementation

1. Insofar as practical and feasible, computer terminals/workstations will be positioned or shielded so that screens are not visible to the public or to unauthorized team members.
2. Only authorized users are granted access to resident and Bethany Life Communities information. Such access is limited to specific, defined, documented and approved applications and level of access rights.
3. All Bethany Life Communities computers are equipped with software that automatically logs out if the terminal is unused for more than 10 minutes, to prevent unauthorized use.
4. Each user must log off at the end of her/his work shift.
5. All hard copy printed information must be positioned in such a manner that it cannot be viewed or read by the public or unauthorized team members. Such data must be placed in designated secure areas upon leaving the work area and at the end of the work shift.
6. A user may not share or disclose her/his password or ID code with other team members or allow staff members access privileges while the user is logged onto Bethany Life Communities' information system.
7. Violations of this policy can result in disciplinary actions up to and including termination of employment.