



HIPAA Security Rule

Tulane University Workstation Security

Department: Technology Services	Implementation Specification: Workstation Security (R)
Standard: Workstation Security	Section: 164.310(c)

Under the Security Rule, Tulane University is required to implement physical safeguards for all workstations that access e-PHI and to restrict access to authorized users. This document is a record of the steps and procedures Tulane University has taken to prevent unauthorized access to workstations that can access e-PHI while maintaining access for authorized users. Ongoing activities and procedures to protect the physical and technical security of workstations with access to e-PHI are set forth in the **Workstation Use** policy.

Tulane University's **Risk Analysis** was used to dictate the level of physical protection required for workstations that access e-PHI.

The following physical safeguards were implemented on all workstations:

- An appropriate warning banner is displayed prior to gaining operating system access.
- Password protected screen savers and/or workstation locking mechanisms are employed when the workstation is unattended.
- All e-PHI is backed-up daily, including e-PHI located in media other than the IDX system, such as personal computers and portable workstations (e.g., laptops and PDAs).
- Media is scanned for viruses prior to use on any workstation.
- Software may not be installed without authorization.
- Portable workstations and PDAs are password-protected prior to storage of e-PHI, and these devices are backed-up on a network or synchronized with computers as often as possible.

All workstations were positioned such that the monitor screens and keyboards are not within view of unauthorized individuals. Those workstations with access to highly sensitive e-PHI were located in secured areas not accessible by unauthorized workforce members or other individuals. Additional measures have been implemented on all workstations to prevent viewing of e-PHI such as screen savers and inactivity timeouts. In addition, workstations were labeled to identify function and location and assist with compliance with access control procedures.