



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

**SUBJECT: PORTABLE COMPUTER SECURITY
GUIDELINES**

Policy No.: A300.2
Supersedes: February 27, 2012
Revised: December 3, 2015
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PURPOSE:

The purpose of this policy is to provide guidelines for the secure use of portable computers owned by RLANRC to protect the confidentiality and integrity of protected health information (PHI) and confidential medical information as required by law, professional ethics, and accreditation requirements.

POLICY:

All personnel of Rancho Los Amigos National Rehabilitation Center (RLANRC) who use a County owned laptop, notebook or other portable computer and any equipment associated with its use must read, understand, and comply with this Policy and the attached Agreement. Users and/or department designee that are issued portable computers are responsible for maintaining the security of the equipment and for following the security requirements implemented by RLANRC.

PROCEDURES:

Right to use conditioned upon agreement. The right of any person to use a portable computer owned by RLANRC is conditioned upon agreement to and signature of the Portable Computer Security Guidelines Agreement (attached). The original signed agreement shall be kept within the issuing department until such time that the computer or equipment is returned. All equipment that have been issued shall be accounted for by the issuing department at the time of return. Any equipment that is missing or damaged shall be reported to the Operations Manager of Information Management Services at extension 4357 (see Agreement section q).

Enforcement. All Supervisors and/or Department Heads are responsible for enforcing this Policy. Any user found violating the above security policies, including procedures specific to a particular system, may have his or her access privilege revoked and is subject to discipline up to and including discharge from County service.

Questions regarding data security or the proper use of equipment should be directed to the appropriate area manager or Information Management Services department at extension 7373.

EFFECTIVE DATE: April 2002

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

Signature(s) on File.

REFERENCE: Computer Security and Protected Health Information Guidelines, policy A300, May 2007
Computer Workstation Use and Security, Policy 331, May 2007
Tomes J. Set policy for secure use of portable computers. Health Information Compliance Insider. May 2001; 1-6.

ATTACHMENT: Portable Computer Security Guidelines and Agreement

FT:ad

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER ADMINISTRATIVE POLICY AND PROCEDURE

Portable Computer Security Guidelines Agreement and Acknowledgement

I hereby acknowledge being responsible for the proper use of the Portable Computer and the Privacy, Integrity and Availability of Data owned by Rancho Los Amigos National Rehabilitation Center in compliance with the Portable Computer Security Guidelines Policy A300.2 and agree to the following:

- a. User's Responsibility for Portable Computer. Information Management Services (IMS) or department designee has issued the portable computer equipment listed below to User for the uses for which User has been specifically trained. Any equipment exchanged must be logged in the IMS Portable Computer Inventory List. User's responsibility for the original equipment provided extends to the equipment listed below, and/or any exchanged or additional equipment RLANRC may provide User during User's employment (from now on collectively referred to as "Portable Computer"). The Portable Computer and all related components and data are the property of the RLANRC and must be safeguarded and returned upon request and termination of User's employment.

Equipment Make/Model	RLANRC#	Serial Number
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- b. Business Use Only. The user will use the Portable Computer solely for County business purposes and not for the personal use of the User or any other person or entity.
- c. Use Restricted to User. The user will not permit any unauthorized person(s) to use the Portable Computer for any purpose, including, but not limited to, User's family and/or associates, patients, patient families, or unauthorized officers, employees, and agents of RLANRC.
- d. Software Downloading Restricted. RLANRC owned computers are County assets and must be kept software legal and virus free. Only software purchased through the procedures outlined in "Computer Security Guidelines, Policy A300" may be used on RLANRC owned computers. The user will not download any software onto the Portable Computer except as downloaded by authorized staff of Information Management Services Department or the computer manufacturer.
- e. Virus Detection Software. Antivirus software has been installed on each Portable Computer owned by RLANRC to keep it virus free. Updated virus definition files are released approximately every two weeks. Virus definition files are automatically issued to computers on the local area network (LAN) as updates occur. Users may contact the Operations Manager of Information Management Services, via the Help Desk at extension 4357, to maintain virus definition files for computers without access to the LAN.
- f. Batteries and Cable. The user will only use only batteries and power cables provided by Information Management Services and will not use other power sources, for example, a car adapter power source.
- g. Additional Peripherals. The user will not connect any unauthorized peripherals (printer, modem, USB storage or flash drives, also known as "thumb drives", CD burners, etc.) to the portable computer without the authorization of the Operations Manager at Information Management Services, extension 7373.
- h. Securing of Portable Computer. The user is responsible for securing the Portable Computer and all data within his or her home, car, and other locations as instructed in the training provided.
- i. Locking Cable. The user will use the cable provided to lock the portable computer to an immovable object whenever practicable, specifically when left unattended or in an area that is not secure.
- j. Leaving Portable Computer Unattended. The user will not leave the Portable Computer unattended unless it is in a secure location and/or secured with a locking cable in an area that is not accessible to the general public.
- k. Leaving Portable Computer in Car. The user will not leave the Portable Computer in cars or car trunks for an extended period in extreme weather (heat or cold) or in exposure to direct sunlight. Mobile devices that are left in cars must be stored out of sight, and the car must be locked.

- l. Carrying Case Required.** User will place the Portable Computer in a proper carrying case when transporting it.
- m. Password Usage.** User will not share his or her password with any other person and will safeguard such password and will not write it down so that an unauthorized person can obtain it. Users are to protect the portable computer's screen from view when working and properly log out of applications.
- n. Maintenance of Patient Confidentiality.** User will maintain patient confidentiality when using the Portable Computer. User will protect the screen from viewing by unauthorized personnel, and User will properly log-out and turn-off the Portable Computer when it is not in use.
- o. Protected Health Information (PHI) and Confidential Data.** User will not save PHI or confidential data on removable devices (for example: floppy disks, CO-ROMs, external drives, USB drives, flash drives, etc.) without proper safeguards and authorization from the Operations Manager, Information Management Services, via the Help Desk at extension 4357.
- p. Securing of Removable Media Containing PHI.** User is responsible for storing removable media devices in secured areas. Removable media containing PHI must be encrypted. Contact the Information Management Services Operations Manager, via the Help Desk at extension 4357, to obtain proper encryption software.
- q. Reporting of Loss, Damage, or Security Breach.** Users must immediately report any lost, damaged, malfunctioning, or stolen Portable Computer or any breach of security or confidentiality, including any breach of password security, to the Information Management Services Operations Manager at extension 4357.
- r. Changes to serial and asset numbers.** Users will not alter the portable computer's serial number or asset number that identifies the portable computer.
- s. Encryption.** Laptops shall be encrypted and designated such with a red "Encrypted" sticker located on the inside corner of the monitor. User shall ensure the laptop has an "Encrypted" sticker and if not, shall return the laptop to the IMS Operations Manager in Building 100, Room 012, for installation of encryption software.

Portable Computer Agreement

Workstations and portable computers will be inventoried at least annually with discrepancies reported, as appropriate. By signing below, I acknowledge and affirm each of the following: I have received and carefully reviewed a copy of the Portable Computer Security Guidelines (Policy A300.2) and its attachment, this Portable Computer Security Guidelines Agreement and Acknowledgement. I understand that I shall be held personally responsible and accountable for complying with this Policy. I am aware that if I violate any provisions of this Policy, I will be subject to disciplinary action that may include discharge from service.

I, the undersigned, agree to assume full responsibility for this portable computer. I understand that it is the property of Rancho Los Amigos National Rehabilitation (RLANRC) and it is assigned to me for County business only. In the event that this portable computer is lost, stolen or damaged and causes the County loss, I agree to reimburse the County for the replacement value of lost, stolen or damaged equipment within (15) days of determination by the County. Upon termination of my services at RLANRC, I agree to return the portable computer issue to me or if not available to pay in full the amount of the replacement value.

User's Signature

Print Name

Employee Number

Department

Phone/Extension

Date

Return of Equipment

The above mentioned Portable Computer Equipment is hereby returned by-----**(print name)**

_____,(signed) on _____(date)

This equipment is hereby received by (print name): _____ **(signed)**: _____ for the Rancho Los Amigos NRC, IMS Department and to be placed in inventory.