



521 4<sup>th</sup> Street Havre Montana 59501 • Phone: 406-395-4305 • Fax: 406-395-5643 • [www.bullhook.com](http://www.bullhook.com)

## Information Systems Equipment and PHI Inventory

Policy 5014

**Purpose:** The purpose of this policy is to define the policy of maintaining an inventory of Bullhook Community Health Center's (BCHC) information systems equipment, and maintaining an inventory of the Protected Health Information (PHI) that is contained on the equipment.

**Scope:** The scope of this policy is the Bullhook Community Health Center, Inc. owned and leased information system equipment and the PHI contained there.

**Policy:** It is the policy of BCHC to maintain an inventory of information system equipment that is owned or leased by BCHC. It is also the policy of BCHC to maintain an inventory of PHI that is contained within that equipment and on our information systems.

BCHC's information system assets shall be properly classified in terms of their sensitivity and criticality. Asset types include electronic information, information systems, computers, and electronic storage media/devices.

### Maintenance of Inventories

The BCHC Managers and CFO will provide the CEO and Board with updated equipment inventory information, as new equipment is purchased.

The Compliancy Officers or their designees within the health center shall use the Finance Team's equipment information to maintain up-to-date inventories of information system assets, asset locations and PHI.

At the minimum, the information system asset and PHI inventories will be updated annually. The BCHC inventory will be held within the Finance Department, the PHI inventories will be maintained on the Finance Drive.

Tracking of physical assets will be maintained via barcode and items will be checked in/out of facilities using the BCHC tracking solution.

### Classification of Information System Equipment and Information Security

For classification purposes, Protected Health Information (PHI) is classified as having the highest level of sensitivity, and it requires the most security protections.



# BULLHOOK

Community Health Center

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References:

HIPAA 164.310(a)(2)(ii)

Cudjant Date 8-21-15  
CHIEF EXECUTIVE OFFICER

[Signature] Date 8-10-15  
CHAIR, BOARD OF DIRECTORS

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