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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.

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.

References:

HIPAA 164.310(a)(2)(ii)



CHIEF EXECUTIVE OFFICER

Date 4/13/2020



CHAIR, BOARD OF DIRECTORS

Date 4/13/2020

Date first adopted	06/24/2015
Date Revised/QI Board approval	06/24/2015, 03/25/2020
New date adopted/Board of Directors approval	07/13/2015, 04/13/2020