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OWNER: CHAD PETERSON	DOCUMENT NAME: SECURITY SAFEGUARDS
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SECURITY SAFEGUARDS

PURPOSE

The Koble-MN HIO, its Vendors, and each Participant shall be responsible for maintaining a secure environment that supports access to, use of, and the continued development of the Koble-MN HIO.

SCOPE

This policy applies to all Koble-MN HIO participants and workforce; participants, employees /authorized users, temporary staff, contracted staff, and credentialed provider staff.

SAFEGUARDS

Koble-MN HIO, its Vendors, and each Participant shall use appropriate safeguards to prevent the impermissible access, use or disclosure of Protected Health Information (PHI) other than as permitted by the Koble-MN HIO policies, including appropriate administrative, physical, and technical safeguards that protect the confidentiality, integrity, and availability of PHI through Koble-MN HIO. Appropriate safeguards for Koble-MN HIO, its Vendors, and Participants shall be those identified in the HIPAA Rules and other applicable federal and state standards and requirements, regardless of whether Koble-MN HIO, its Vendors, and Participants are subject to HIPAA Rules. Koble-MN HIO, its Vendors, and each Participant shall be responsible for requiring each of their Business Associates and Subcontractors to agree to comply with this Security Policy.

ADMINISTRATIVE AUTHORIZED USER

Definition: Administrative Authorized User means individuals who have been authorized by the Koble-MN HIO to perform services necessary for operating and maintaining the access controls and user profiles of Koble-MN HIO participants.

Koble-MN HIO Administrative Authorized Users and Participant Authorized Users will be granted access to the Koble-MN HIO environment. All authorizing access will use the principle of "Least Privilege", that is, granting access to the minimal amount of resources required for the function that the user performs. A list of Authorized Users is maintained in the Koble-MN HIO Participant Authorized User List. Koble-MN HIO will verify each Participant's Authorized Users with Participant periodically.

Koble-MN HIO Administrative Authorized Users shall comply with Koble-MN HIO Annual Security Awareness Training.

REVISION HISTORY

DATE	DESCRIPTION OF REVISION	AUTHOR	APPROVAL DATE	APPROVED BY NAME & TITLE
7/26/16	Full review of Policy-See Advisory Committee Notes dated 7/28/16	Laurie Peters	7/28/16	Koble-MN Advisory Committee