

REFERENCE ID NUMBER: 008	POLICY TYPE: IT INFORMATION SECURITY MANAGEMENT
OWNER: CHAD PETERSON	DOCUMENT NAME: INFORMATION SYSTEM AUDITS
EFFECTIVE DATE: 2/26/16	
REVISION DATE: 7/28/16	

INFORMATION SYSTEM AUDITS

PURPOSE

Audit procedures will be used to review information system activity to detect and minimize potential risks, vulnerabilities and security violations.

The Koble-MN HIO shall conduct audits of health information accessed and used by Authorized Users to identify inappropriate access, verify compliance with access controls to assure confidentiality, verify appropriate use of Protected Health Information and assure compliance with HIPAA Rules, Minnesota Health Records Act and Koble-MN HIO policies.

SCOPE

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

Policy applies to all forms of PHI and includes system, application, and database and file activity whenever available or deemed necessary.

All activity will be logged from IT resources that store, access, maintain and transmit electronic PHI.

Whenever available audit logs will include creation, access, modification and deletion activity and the files will be retained for a period of no less than 12 months.

KOBLE-MN HIO AUDITS

The Koble-MN HIO shall periodically audit user authentication logs. Unusual findings must be investigated and resolved in a timely manner.

The Koble-MN HIO must audit for Break the Glass activity, including auditing queries where written patient consent is affirmed, and review findings with the Participants.

The Koble-MN HIO shall conduct periodic audits of Participant usage of KOBLE-MN HIO services and upon request, shall provide the Participant with audit reports.

The Koble-MN HIO may perform other Participant and Authorized User audits as it determines necessary.

Unauthorized access, use, or disclosure must be addressed by the Koble-MN HIO CEO, or designee, by taking immediate and appropriate corrective measures including utilizing the Koble-MN HIO Enforcement policy.

REVISION HISTORY

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

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