Polk County Wisconsin

PHYSICAL SAFEGUARDS

Physical Safeguards Policy

45 CFR §164.310

Required

Policy 602.O

Effective Date: October 12, 2004 Revision Date:

Policy

A. Polk County Government will implement physical safeguards to ensure the confidentiality, integrity and availability of all electronic protected health information (EPHI) that Polk County Government creates, receives, maintains or transmits. To guard the confidentiality, integrity and availability of EPHI, Polk County Government will develop, maintain and / or monitor the following physical safeguards.

1. Facility Access Control: Use current or establish new policies and procedures to limit and control physical access to EPHI systems and the facility or facilities in which they are housed, while ensuring that properly authorized access is allowed.
2. Workstation Use: Update current Computer Policy, or implement new policies and procedures to define appropriate use of workstations including the proper functions to be performed, manner in which those functions are to be performed and appropriate physical attributes of the surroundings of a specific class or type of workstation that accesses EPHI.
3. Workstation Security: Implement physical safeguards for all workstations that access EPHI, to restrict access to authorized users.
4. Device and Media Controls: Implement policies and procedures that govern receipt and removal of hardware and electronic media that contain EPHI into and out of the facility, and movement of these items within the facility.

B. Physical safeguards to be implemented by Polk County Government will include physical security measures and policies and procedures to protect Polk County Government's electronic information systems and related buildings and equipment from natural and environmental hazards and unauthorized intrusion.

C. Polk County Government will use physical security measures that allow Polk County Government to reasonably and appropriately implement the standards and implementation specifications required by the *Physical Safeguards Policy and Procedures* subpart of the Security Rule.

D. The Information Technology Department, in coordination with the Privacy Officer and Director of Buildings, will be responsible for development, implementation and monitoring physical safeguards that meet the compliance requirements of the Security Rule.

E. Non-compliance with this policy may result in immediate disciplinary action, which may include suspension, termination or criminal prosecution. See *Policy 601.P Confidentiality and Policy 716 Employee Discipline.*

Definition:
Physical Safeguards are physical measures, policies and procedures to protect a covered entity's electronic information systems and related buildings and equipment from natural and environmental hazards and unauthorized intrusion.

Physical Safeguards are intended to present a first line of protection to the confidentiality, integrity and availability of EPHI.