

Polk County Government
TECHNICAL SAFEGUARDS
Transmission Security Policy and Procedures
45 CFR §164.312 (e)

Policy 603.C

Effective Date: November 15, 2004 Revision Date:

I. Policy:

- A. Polk County Government will implement technical security measures to guard against unauthorized access to electronic protected health information (EPHI) that is being transmitted over an electronic communications network.
- B. The intent of this policy is to prevent interception, redirection and/or modification of information transmitted by Polk County Government over electronic networks.
- C. The Information Technology Department, to the extent reasonable, will be responsible for development, implementation and monitoring of technical security measures to guard against unauthorized access to (EPHI) that is being transmitted over an electronic communications network.

II. Procedures

- A. The Information Technology Department will implement the following, to the extent reasonable and possible, components of transmission security:
 - 1. Integrity controls to ensure that EPHI is not improperly modified without detection until disposed of.
 - 2. Encryption mechanisms.
- B. The Information Technology Department will consider and implement, as reasonable and possible, technical security measures to prevent unauthorized access to EPHI that is being transmitted over an electronic communications network. The following measures may be considered:
 - 1. Assurance of integrity by network configuration.
 - 2. When integrity cannot be assured by network configuration, encryption may possibly be used but it is expensive and considered addressable by the Security Rule.
- C. The Information Technology Department, in coordination with Business Associates will be responsible for documenting all activities related to technical security measures relating to transmission of EPHI.
- D. The documentation will be maintained and retained by the Privacy Officer for at least six years from the date of creation.