COUNTY OF IMPERIAL
DEPARTMENT OF BEHAVIORAL HEALTH SERVICES

POLICY AND PROCEDURE MANUAL

SUBJECT: HIPAA – Workstation Configuration	**PROCEDURE:** 01-167
SECTION: Administration	**EFFECTIVE DATE:** 6-10-16
REFERENCE: 45 C.F.R. Subtitle A, Subchapter C, Part 164	**PAGE:** 1 of 3
	SUPERSEDES: New Procedure
AUTHORITY: Behavioral Health Director as the Local Mental Health Director and Alcohol and Drug Administrator	**APPROVED BY:** Andrea Kuhlen

PURPOSE: To provide guidelines for implementing security configuration settings on workstations.

NOTES: This SOP shows how to set configuration setting using the various windows utilities present in Micro Windows Operating Systems.

Baseline configuration for all supported workstations is defined as:

- Anti-virus, Sophos
- MS Office 2015
- Internet Explorer 10.0 or higher
- Java 1.4 or higher
- Microsoft Office
- District inventory to tool
- Adobe Acrobat
- Adobe Flash

Base image for all ICBHS supported workstations (desktops and laptops) will contain the current baseline configuration.

All new workstations connecting to the Imperial County Network will require this base image.

The base image will be reviewed by County IT periodically.

SCOPE: The procedure covers all devices that handle or process sensitive information including , but not limited to, ePHI and financial data.

DEFINITIONS: None

PROCEDURE OWNER: Security Officer

PROCEDURE:

PERSON RESPONSIBLE:	**ACTION:**
	Configuration:
System Technology Staff	1. Prepares desktops for use by doing the following: a. Install operating system b. Setup computer identification information c. Install drivers d. Run windows update e. Join to computer domain f. Install software packages g. Install antivirus h. Install encryption software
	Passwords:
	Network
County Information Technology Staff	1. Sets up user with a network account that allows user to authenticate with a password to the Imperial county Network.
	Electronic Health Record
Information Systems Staff	2. Sets up user with MyAvatar account that allows user to authenticate with a password.

Workstation Security:

System Technology Staff

1. Sets up all workstations with an administrative account.

Note: Only Systems Technology staff will have Administrator level access to workstations. Workstations are restricted to prevent software installation or configuration modifications by anyone other than Systems Technology staff.