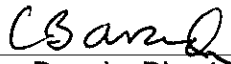
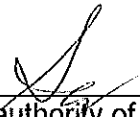
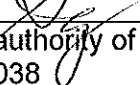
 <p><b>SPOKANE COUNTY</b> Community Services, Housing and Community Development Department</p>	<b>Policy Title:</b> <b>Workstation Use, Workstation Security</b>		<b>Policy #</b> <b>MIS -</b> <b>54</b>
	<b>Signature:</b> 	<b>Revised:</b> September 26, 2014	
	Christine Barada, Director Community Services, Housing and Community Development Department	<b>Reviewed:</b> 	
	<b>Signature Date:</b> 11/22/14	<b>Signing by authority of Res.</b> No. 2007-0038 	

Applies to:  Internal  External

**References**

State Pre-Paid Inpatient Health Plan Contract (PIHP)  
45 CFR 164.310(b) Physical Safeguards – Workstation Use  
45 CFR 164.310(c) Physical Safeguards – Workstation Security

**Scope**

Spokane County Community Services, Housing, and Community Development Department (CSHCD) and its network providers

**1. Policy**

1.1. All staff of CSHCD must follow all workstation use guidelines to maintain a secure workstation at all times.

**2. Procedure**

2.1. Guidelines on workstation use at CSHCD are as follows:

2.1.1. All Workstations:

2.1.1.1. All users must log off or lock (CTRL+ALT+DELETE) all workstations when leaving them unattended. This includes workstations in private offices.

2.1.1.2. Screens should be positioned within workstations so that they are visible only to the persons who use them.

2.1.2. Workstations Located in Private or Semi-Private Offices:

2.1.2.1. A workstation in a one (1) or (2) two person office is an example of this type of workstation.

2.1.2.2. These workstations may be used to access client information, including both clinical information and billing information and to perform administrative functions related to computer security.

2.1.2.3. Staff members should not access client information when visitors to CSHCD, including clients, can view the information displayed on a screen.

2.1.3. Workstations Located in Common Areas:

2.1.3.1. A workstation at the Spokane County Regional Support Network (SCRSN) Information System (IS) Help Desk is an example of this type of workstation.

2.1.3.2. These workstations may be used to access client information, including both clinical information and billing information.

2.1.3.3. Staff members should not access client information when clients and other visitors CSHCD can view the information displayed on a screen.

2.1.3.4. These workstations should be closely monitored due to their proximity to visitors and clients in the common areas. The need for close monitoring is especially important if these workstations are used to perform administrative functions related to IS security, such as adjusting settings to enable access to programs or data.

2.1.4. System Management Workstations:

2.1.4.1. A workstation in an office or room housing a CSHCD network server or storage is an example of this type of workstation.

2.1.4.2. These workstations should be kept locked at all times and closely monitored.

2.1.4.3. These workstations may be used to access all client information, including both clinical information and billing information. However, client information should be accessed from these workstations only when necessary to perform maintenance on, or to troubleshoot, the information system.

**3. Monitoring**

3.1. The SCRSN will monitor the providers corresponding policy through the annual contracted provider monitoring, with the appropriate recommendations, findings and/or corrective actions required in performance improvement projects.