



THE UNIVERSITY OF TEXAS AT DALLAS

SECURITY OF ELECTRONIC HEALTH CARE INFORMATION

Section 6: Policy and Procedure, Documentation, Amendment, and Record Retention	Page: 1 of 2
Effective Date: March 21, 2005	

POLICY

UTD shall document and retain the policies and procedures of this Security Manual and any action, activity, or assessment required to be documented by the Security Rule.

PERSONNEL

Security Officer

Privacy Officer

Callier Center Management

PROCEDURES

1. Documenting Policies and Procedures, Actions, Activities, and Assessments. In addition to documenting all the policies and procedures of this Manual, Callier Center Management and the Security Officer shall be responsible for documenting the following actions, activities or assessments:
 - a. the basis for a determination, if any, that it is not reasonable and appropriate to implement an addressable implementation specification. Callier Center Management and the Security Officer shall document the basis within the Section of this Manual to which the addressable implementation specification pertains;
 - b. the procedures in the event of security incidents and their outcomes as described in Section 3.7 of this Manual;
 - c. repairs and modifications to the physical components of UTD's facilities that are related to security in accordance with Section 4.1 of this Manual; and

- d. other matters that UTD determines to be necessary to comply with the HIPAA Security Rule.

- 2. Retention. UTD shall retain the documentation of the policies and procedures set forth in this Manual and actions, activities, or assessments required by the Security Rule to be documented for a period of 6 years from the date of its creation or the date when such documentation was last in effect, whichever is later.

- 3. Availability. Callier Center Management shall ensure that documentation is provided to the personnel responsible for implementing the procedures to which the documentation pertains.

- 4. Revisions and Amendments. Callier Center Management and the Security Officer shall review the documentation of UTD's policies and procedures and documented actions, activities, or assessments annually and revise and amend the documentation required to be retained under this Documentation Requirements policy as needed in response to environmental or operational changes affecting the security of electronic protected health information.

Date Approved: _____

Date Revised/Reviewed: _____

Approved By: _____

Title: _____

Signature: _____

