

# ***Policies and Procedures***

<i>SECTION:</i> <b>Administration</b>	<i>NO.</i> <b>2.4.44.</b>		
<i>CHAPTER:</i> <b>Information Technology</b>	<i>ISSUED:</i> 5/2/07	<i>REV. A</i>	<i>REV. B</i>
<i>POLICY:</i> <b>Documentation Policy</b>	<i>PAGE 1 OF 2</i>		

## **PURPOSE**

The purpose is to maintain compliance with the HIPAA Security Rule in written (or electronic) form as it relates to Creighton University policies and procedures, and if an action, activity or assessment is required, to maintain a written (which may be electronic) record of the action, activity or assessment.

## **SCOPE**

This policy applies to Creighton University in its entirety, including all workforce members. Further, the policy applies to all systems, network, and applications, as well as all facilities, which process, store or transmit electronic protected health information (ePHI).

## **POLICY**

Creighton University will retain the documentation required by the HIPAA Security Rule for 6 years from the date of its creation or the date when it was last in effect, whichever is later.

Creighton University will make documentation available to those persons responsible for implementing the procedures to which the documentation pertains.

The purpose is to review the documentation periodically, and update as needed, in response to environmental or operational changes affecting the security of the electronic protected health information.

## **DEFINITIONS**

None

## **RESPONSIBILITIES**

**Information Security Officer** will be responsible for ensuring the implementation of the requirements of the Documentation standard.

## **ADMINISTRATION AND INTERPRETATIONS**

This policy shall be administered by Information Security. Questions regarding this policy should be directed to the Information Security Officer.

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### **AMENDMENT/TERMINATION OF THIS POLICY**

The University reserves the right to modify, amend or terminate this policy at any time. This policy does not constitute a contract between the University and its faculty or employees.

### **REFERENCES TO APPLICABLE POLICIES**

None

### **EXCEPTIONS**

None

### **VIOLATIONS/ENFORCEMENT**

Any known violations of this policy should be reported to the University's Information Security Officer at 402-280-2386 or via e-mail to [infosec@creighton.edu](mailto:infosec@creighton.edu).

Violations of this policy can result in immediate withdrawal or suspension of system and network privileges and/or disciplinary action in accordance with University procedures.

The University may advise law enforcement agencies when a criminal offense may have been committed.