

North Shore – LIJ Health System, Inc.

POLICY TITLE: Procurement and Registration of Computer Equipment and Software Policy	ADMINISTRATIVE POLICY AND PROCEDURE MANUAL Section: Information Services
POLICY #: 900.28	DEPARTMENT: Information Services Office of the CIO
Approval Date: 2/14/13	Last Revised/Reviewed:
Effective Date: 12/17/12	
Prepared by: Office of the CIO – IS Policy & Procedure Committee	Superseded Policy(s)/#: N/A

GENERAL STATEMENT of PURPOSE

The purpose of this policy is to provide procedures that address the procurement and registration of computer equipment and software so that these assets and applications may be assessed for compliance with other Health System information services policies.

POLICY

It is the policy of North Shore-LIJ Health System (“Health System”) to secure and maintain the confidentiality of all sensitive or highly sensitive data including Protected Health Information as well as to ensure the integrity of data and systems.

All computer hardware and software used in the Health System must be approved by Information Services before it may be installed or utilized in any business unit of the Health System.

Health System purchases of Standard and Non-Standard Hardware and Software must be procured through Oracle/PeopleSoft/eProcurement (E-Pro). Check Requests and Health System Corporate Credit Cards are not an acceptable means for the procurement of Standard and Non-Standard Hardware and Software, unless an exception has been granted in writing by the Office of Procurement and Information Services.

There may be a compelling business justification for use of hardware and software not purchased by the Health System but acquired for Health System business. There must be a business, grant, or contract requirement and corresponding justification for the request of Non-Standard Hardware and or Software.

Those devices must be cleared by Information Services and must be registered and tracked by the Business Unit deploying the device. All devices need to have appropriate physical and technical security controls in place prior to use and at all times until decommissioning.

All physical devices owned and/or managed by the Health System must be registered and tagged

for IT tracking prior to installation and/or usage and until such time as they are decommissioned.

SCOPE

This policy applies to all members of the North Shore – LIJ Health System workforce including, but not limited to, employees, medical staff, volunteers, students, physician office staff, and other persons performing work for or at North Shore – LIJ Health System.

DEFINITIONS

Business Unit: Each operating unit of the Health System is assigned a code. Every employee is assigned to a specific Business Unit.

Business Unit Leadership: The managers and directors within the various hospitals, departments, and programs that make up the Health System.

Standard Hardware or Software: Item is purchased by the Health System and has an E-Pro Catalog item with an associated identification number.

Non-Standard Hardware or Software: Item is purchased by the Health System and does not have an E-Pro Catalog item identification number (also known as a special request item).

Equipment Used within the Health System: Hardware or Software not purchased by the Health System but used for Health System business. This equipment may be owned by an individual employee or provided by a vendor or grant/contract sponsor for a specific business or research purpose.

Protected Health Information (“PHI”): Any oral, written, or electronic individually identifiable health information collected or stored by a facility. Individually identifiable health information includes demographic information and any information that relates to the past, present or future physical or mental condition of an individual. The Health Insurance Portability and Accountability Act (“HIPAA”) details eighteen items that render PHI identifiable:

1. Names;
2. Geographic subdivisions smaller than a state, including street address, city, county, precinct, zip code, and their equivalent geocodes, except for the initial three digits of a zip code in certain situations;
3. All elements of date (except year) for dates directly related to an individual, including birth date, discharge data, date of death; and all ages over 89 and all elements of dates indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 or older;
4. Telephone numbers;
5. Fax numbers;
6. Electronic mail addresses;
7. Social Security numbers;

8. Medical record numbers;
9. Health plan beneficiary numbers;
10. Account numbers;
11. Certificate/license numbers;
12. Vehicle identifiers and serial numbers;
13. Medical Device Identifiers;
14. Web Universal Resource Locators (URLs);
15. Internet Protocol (IP) address numbers;
16. Biometric identifiers, including finger and voice prints;
17. Full face photographic images and any comparable images; and
18. Any other unique identifying number, characteristic, or code.

PROCEDURE/GUIDELINES

The following procedure must be followed when procuring computer hardware or software.

1. Standard and Non-Standard Hardware and Software shall be purchased through E-Pro.
2. Requisitions for Standard and Non-Standard Hardware and Software items must be categorized using C_IS and are automatically routed to the IS Department for approval.
3. The IS Department ensures that all Standard and Non-Standard Hardware and Software procured through E-Pro are in compliance with operating requirements which must be met in order to ensure that all of the Standard and Non Standard Hardware and Software being used is safe, efficient, and protects our patients and Health System information.
4. Standard and Non-Standard Hardware and Software purchased by the Health System that pertains to a grant must be made through E-Pro via the requisition process as outlined above.
5. Purchase orders are issued by the Office of Procurement once all approvals are complete and any/all applicable documentation is secured.
6. Any requisition for Standard and or Non-Standard Hardware and Software items that are not correctly categorized using C_IS shall be denied.
7. The justification of IT hardware and software used within the Health System must be in writing and shall only be deployed for use within the Health System with the written approval of both Information Services and Business Unit Leadership. Business Unit Leadership will track, monitor, and register the equipment or software with the Health System IS Department, which will ensure that technical protections are installed as appropriate. Equipment Used within the Health System may not be used unless it has been registered and the IS Department has installed appropriate technical protections, or ensured that such protections have been installed.
8. Users are required to maintain hardware and software in compliance with all other health

system IS policies including running all required updates and security controls.

9. Business Unit Leadership is responsible for ensuring that all hardware and software is properly accounted for in compliance with health system policy

ENFORCEMENT

Users should report any violations of this policy to their Manager. If appropriate, the violation should be escalated and reported to the IS Help Desk or the Office of Corporate Compliance Help Line. Major policy violations, i.e., loss or theft of a computer, peripheral device, storage disks, or other computer-related items, especially those containing protected health information or sensitive or highly sensitive information, as defined in the (“Data Classification Policy 900.12)” must be reported immediately. Anyone found in violation of this policy may be subject to disciplinary action, up to and including termination of employment or engagement, as applicable, in consultation with Human Resources.

CONTACT INFORMATION

NS-LIJHS Help Desk: (516) (718) (631) 470-7272
NS-LIJHS Help Desk Email: Service Desk or servicedesk@nshs.edu
OCIO Security Email: security2@nshs.edu
Office of Corporate Compliance Help Line: 800-894-3226
www.northshore-lij.ethicspoint.com

REFERENCES to REGULATIONS and/or OTHER RELATED POLICIES

900.12 Data Classification Policy
900.11A Email Encryption Standard
900.06 Anti-Virus Policy

CLINICAL REFERENCES

N/A

APPROVAL:	
System P&P Committee	Provisional Approval 12/17/12 Final Approval 1/31/13
System PICG/Clinical Operations Committee	2/14/13

