

ADAMHS BOARD FOR MONTGOMERY COUNTY	BP # 521	
TITLE: Facility Security Plan	SUBJECT HIPAA SECURITY	
Page 1 of 1	EFFECTIVE DATE 4/21/05	SUPERSEDES DATE

PURPOSE: The purpose of this policy is to implement policies and procedures that: (1) safeguard the facility and the equipment therein from unauthorized physical access, tampering, and theft; (2) control and validate a person's access to facilities based on their role or function, including visitor, vendor or consultant access and access to software programs for testing and revision; and (3) document repairs and modifications to the physical components of a facility which are related to security (for example, hardware, walls, doors, and locks).

POLICY:

1. Facility Security Plan

- 1.1 The Board Facility Security Plan's objective is to promote safeguarding facilities and premises from unauthorized physical access, tampering, and theft, including the equipment present in those facilities.

2. Access Control and Validation Procedures

- 2.1 Facility access controls will be configured to validate all access by members of the workforce to facilities and systems. Access controls will be enforced to ensure no access to EPHI occurs in any unauthorized manner.
- 2.3 The Board will continually assess potential risks and vulnerabilities to EPHI and develop, implement and maintain appropriate safeguards to ensure compliance with the requirements of the HIPAA Security Rule.

3. Maintenance Records

- 3.1 The Board will identify the components of its physical infrastructure that are essential to security. The Executive Administrative Assistant must oversee any security-relevant physical modifications. A maintenance record must be created for each modification made to the physical site, facility or building. Such information must be securely stored.