HAWAII HEALTH SYSTEMS CORPORATION "Touching Lives Everyday"	Department: Information Technology Department	Policy No.: **ITD 0010**
		Revision No.: 1
Policy	Issued by: Barbara Kahana Vice President & CIO	Effective Date: 10/04/04
Subject: ***Physical Access***	Approved by:	Supersedes Policy: 07/01/02
	Thomas M. Driskill, Jr. President & CEO	Page: 1 of 2

I. **PURPOSE:** This Physical Access Policy is designed to protect the privacy of patient information as well as the security of HHSC IT devices. It is based on final HIPAA security rule requirements and generally acknowledged IT best practices.

II. **POLICY:** Physical access to information processing systems will be controlled according to defined zones in which these systems are located. These zones will be characterized by the amount of physical access restrictions associated with them. At a minimum, there will be three defined zones within the HHSC enterprise. These zones will follow a hierarchical ordering based on the amount of physical access restrictions that are imposed on them:

Type 1 Zone: Unrestricted Access Area -- includes parking areas, public hallways, and waiting room areas.

- No IT equipment is allowed in this zone
- No access controls are required in this zone

Type 2 Zone: Controlled Access Area -- includes office spaces, laboratory spaces, reception areas, and nursing stations on clinical floors.

- In this zone, there may be access by the general public, but HHSC employees must control the area within this zone.
- Staff computer workstations may be contained within this zone. If area is accessible by the general public, computer monitors must be oriented such that information displayed on them cannot be easily observed by non-staff members.
- Printers and fax machines should be contained within this zone, and not be located in areas of general public traffic.

Type 3 Zone: Restricted Access Area -- includes spaces where critical information systems equipment such as network servers, application servers, telecommunications equipment, and all other network support equipment is housed.

- Wiring closet areas that contain enterprise network switches and/or routers will be considered a Type 3 Zone. Where network switches and/or routers are physically located in areas that are also accessible to maintenance, telecom, or housekeeping personnel, a Type 3 Zone environment must be created within these areas by use of equipment cabinets that can be locked.
- Physical access into this zone is highly restricted.
- This zone is to be protected by a defined security perimeter, with appropriate security barriers and entry controls.
- Only persons authorized by Information Technology management shall be allowed to have unrestricted access into Type 3, Restricted Access Areas.

III. SCOPE: This policy applies to all areas affiliated with HHSC operations.

IV. RESPONSIBILITIES: Department managers will be responsible for defining those areas within the HHSC enterprise that should be defined to be Type 1, Type 2, or Type 3 Zones, and will be responsible for enforcing applicable equipment protection provisions.

V. REFERENCES/RELATED POLICIES

- ITD 0005 - Information Systems Access Policy