

 <p>HAWAII HEALTH SYSTEMS CORPORATION <i>"Touching Lives Everyday"</i></p> <p>Policy</p>	Department: Information Technology Department	Policy No.: ITD 0028
	Issued by: Barbara Kahana Vice President & CIO	Revision No.: N/A
Subject: <i>Physical Accountability of IT Equipment</i>	Approved by: Thomas M. Driskill, Jr. President & CEO	Effective Date: 10/04/04
		Supersedes Policy: N/A
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- I. **PURPOSE:** To ensure accountability of IT equipment. This policy is based on final HIPAA security rule requirements, and generally acknowledged IT best practices.
- II. **POLICY:** Procedures shall be developed to track the receipt and removal of hardware and electronic storage media into and out of a facility, as well as their movement within a facility. Accountability must be maintained for all electronic storage media that is removed from a facility that contains Protected Health Information.
- III. **SCOPE:** This policy applies to Technical Services Division (TSD), Application Services Division (ASD), the Regional End-User Support Team (REST), and any person who removes any electronic storage device that contains Protected Health Information from a facility.