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PAGE: 1 of 2

SECTION: INFORMATION TECHNOLOGY

AREA: NETWORK SECURITY

SUBJECT: DATA INTEGRITY

PURPOSE

To ensure correct interpretation and the integrity of data extracted from or stored in UAMS enterprise and departmental systems.

SCOPE

UAMS Workforce with Access to Confidential Information, including Electronic Protected Health Information (ePHI), for any purpose.

DEFINITIONS

Confidential Information includes information concerning UAMS research projects, confidential employee information, information concerning the UAMS research programs, proprietary information of UAMS, and sign-on and password codes for access to UAMS computer systems. Confidential information shall include Protected Health Information.

Electronic Protected Health Information means individually identifiable health information that is:

- Transmitted by Electronic media
- Maintained in Electronic media

Integrity means the property that data or information have not been altered or destroyed in an unauthorized manner.

Data custodians are individuals who have the primary responsibility for the accuracy, privacy, and security of the UAMS Data under their purview, providing specific data management and maintenance responsibilities.

Protected Health Information (PHI) means information that is part of an individual's health information that identifies the individual or there is a reasonable basis to believe the information could be used to identify the individual, including demographic information, and that (i) relates to the past, present or future physical or mental health or condition of the individual; (ii) relates to the provision of health care services to the individual; or (iii) relates to the past, present, or future payment for the provision of health care services to an individual. This includes PHI which is recorded or transmitted in any form or medium (verbally, or in writing, or electronically). PHI excludes health information maintained in educational records covered by

the federal Family Educational Rights Privacy Act and health information about UAMS employees maintained by UAMS in its role as an employer.

To access any other terms or definitions referenced in this policy:
<http://hipaa.uams.edu/DEFINITIONS%20-%20HIPAA.pdf>

POLICY

UAMS will implement appropriate data Authentication measures to protect the Integrity of Confidential Information, including ePHI, and to protect against improper and unauthorized alteration or destruction. Data Authentication measures will include formal and documented electronic processes to validate data Integrity and to verify that the data sent is identical to the data received.

PROCEDURES

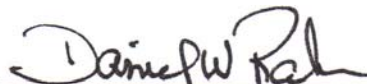
1. Commercial products will be utilized as the standard basis for the collection, manipulation, and storage of UAMS data. Programming changes made to these products must be thoroughly tested prior to moving into production.
2. A formal change control process must be used when making changes to the operating system or application layer on all UAMS systems.
3. All systems must be protected at a minimum by user IDs and passwords and reside in a physically secure location.
4. All systems should be consistent in availability, performance, and efficiency providing access to data that compliments necessary workflows.
5. All systems must be configured to follow guidelines outlined in the UAMS Disaster Recovery policy.
6. Users must be trained in the proper use of the system and provided contacts for resolving problems.
7. All systems must be well maintained with all necessary updates and proper upgrades.
8. Data custodians must ensure the data values for the elements within their charge are correct and make timely, documented corrective actions when necessary.

SANCTIONS

Violation of this Policy will result in disciplinary action, in accordance with [Policy 4.4.02 Disciplinary Notice Policy](#).

REFERENCE

- 1) [Information Access Management 7.3.04](#)
- 2) [Disaster Recovery 7.3.13](#)

Signature:  _____

Date: December 14, 2011