**PS – B Workstation Use**

***Purpose***

To implement policies and procedures that specify the proper functions to be performed the manner in which those functions are to be performed, and the physical attributes of the surroundings of a specific workstation or class of workstation that can access ePHI. 164.310(b)

**Guidance**

* Functions to be performed on workstations containing or accessing ePHI are aligned with roles, such as through the use of a role-based matrix, role-based permissions and access controls.
* Policies and procedures specify where to place and position workstations to only allow viewing by authorized individuals, as well as additional privacy measures, commensurate with the risk of exposure.
* Unencrypted ePHI will not be stored on portable electronic devices, including laptops.
* All equipment used for storage or processing of ePHI must meet the security requirements as defined by university policy. Check your department’s policies or consult with your Security/Privacy liaison to determine whether the use of non-university equipment is prohibited.
* Storage of ePHI utilizing external parties is forbidden, except where the party has been sanctioned by the university and a HIPAA BAA is in place if required based on the service provided.
* Remote access of ePHI will utilize secure channels.
* Additional university practices for the protection of electronic restricted data are available at <http://louisville.edu/security/policies/data_class>