**PS – C Workstation Security**

***Purpose***

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.
* Storage of ePHI on non-university equipment is forbidden, except in the case of storage by a third party with a HIPAA BAA.
* Remote access of ePHI will utilize secure channels.