What should you know about **HIPAA**?

INTERNET SECURITY

Follow University procedures for browser updates. Be mindful of sites visited.

DATA PROTECTION

Proper antivirus software should be installed on all desktops and laptops. Contact the Service Center on your campus for assistance—oit.rutgers.edu.

MOBILE DEVICES

All university-issued mobile devices for the Health Sciences Campus should be encrypted.

What does HIPAA mean?

HIPAA is the acronym for the Health Information Portability and Accountability Act of 1996.

What are the key things to know about HIPAA?

1. **HIPAA Privacy Rule**: Protects the privacy of individually identifiable health information;
2. **HIPAA Security Rule**: Sets the national standards for the security of electronic protected health information (ePHI);
3. **HIPAA Breach Notification Rule**: Requires covered entities and business associates to provide notification following a breach of unsecured protected health information.

What should you do (as a student, staff or faculty member) to keep ePHI or otherwise restricted data safe?

Do your part to keep the University's information and information assets safe.

- ⇒ Lock your computer when stepping away, even momentarily;
- ⇒ Review University and Security policies;
- ⇒ Never provide your password via email or telephone request;
- ⇒ Do not post patient data on social media or discuss in open areas;
- ⇒ And visit the Information Security Office intranet website for more tips!

rbhs.rutgers.edu/ca/infosecurity

Remember that all members of the University community have a responsibility to protect the *confidentiality*, *integrity* and *availability* of the organization's information and information assets.

Confidentiality—the expectation that only authorized individuals, processes, and systems will have access to ePHI or otherwise restricted data.

Integrity—the expectation that the University's information will be protected from intentional, unauthorized, or accidental changes.

Availability—the expectation that information is accessible when needed.

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