

	Security	Rio Grande Valley HIE	Policy: S20
	Effective Date 11/20/2015	Last Date Revised/Updated 02/18/2016	Date Board Approved: 02/18/2016
Subject: Security Policies, Procedures, Documentation			

FEDERAL AND STATE LAWS AND REGULATION:

45 CFR 164.316

POLICY

Rio Grande Valley Health Information Exchange (RGV HIE) will implement reasonable and appropriate policies and procedures to comply with the standards, implementation specifications, or other requirements set forth in the applicable provisions of HIPAA and state law.

PROCEDURE

1. RGV HIE shall maintain such policies and procedures in written (which may be electronic) form.
2. RGV HIE may change its policies and procedures at any time, provided that the changes are documented and are implemented in accordance with applicable law.
3. If an action, activity or assessment is required to be documented, RGV HIE will maintain a written (which may be electronic) record of the action, activity or assessment.
4. RGV HIE will maintain the documentation of its policies for 6 years from the date of its creation or the date when it last was in effect, whichever is later.
5. RGV HIE will make the documentation available to those persons responsible for implementing the procedures to which the documentation pertains.
6. RGV HIE will review documentation at least once a year and update as needed, in response to environmental or operational changes affecting the security of the electronic protected health information.