**POLICY & PROCEDURES**

***Defining the Overall Approach toward Meeting a Requirement***

### **Maintenance Records §164.310(a)(2)(iv)**

### **Effective Date:** <Month Day, Year>

### **Policy Number:** <If applicable> **Rev.** 0

**Policy:** We must document all repairs and modifications to the physical components of our office that are related to security of ePHI.

**Procedures:** When repairs or changes related to the physical security of our facilities is required, we will document the date of the repair, reason for repair or modification and who authorized it. This information is typically contained on the vendor’s invoice that will be maintained by the organization.

**Details:** The maintenance records procedures include but are not limited to:

* Repairs and modifications to the physical components of our facilities that are related to the security of ePHI will be documented on the vendor’s invoice. Physical components include physical access systems such as locks (e.g. replacing or re-keying) and security alarm system.
* Repairs or modifications documentation will include:
* Date
* Reason for repair or modification
* Name of the organization or person performing the repair or modification
* Name of the person authorizing the repair or modification
* Documentation (e.g. vendor invoice) of the practices in place will be retained as evidence of compliance.

**Location of supporting documentation:** If so, identify the document and location it is stored here.

## REVISION HISTORY

| Revision | Date | Initiator | Nature of Change |
| --- | --- | --- | --- |
| 0 |  |  | Initial draft |
| 1 |  |  |  |