HIPAA POLICIES AND PROCEDURES

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| **Policy Title:**  Transmission Security Policy **ID:  TransmissionSecurityPolicy07102015**  **rev: 0.8** | | **Approval Date:**  00/00/0000  **Effective Date:** 00/00/0000  **Revisited date:** 00/00/0000 |
| **Subject:** Policy for ensuring all PHI and EPHI transmission is secure. | | |
| **Primary Responsible Departments and/or BAA:**  Security / Compliance / Google BAA | | **Review Frequency:**  **Last Review:** 00/00/0000  **Next Review:** 00/00/0000 |
| **Secondary Responsible Departments and/or BAA:**  Administration / IT | |

**Scope:**

Workforce, BAA’s

**Purpose:**  
To comply with all applicable laws, regulations and our own policies this policy covers transmission security and how to implement procedures to create, document and verify the transmission security.

**Authoritative Reference:**

45 CFR § 164.312(e)

**Policy Definitions:**

1. **Transmission Security**
   1. This Covered Entities properly authorized agents accessing PHI or EPHI on our behalf must do so with a unique user identifier (UUID) on a registered workstation using only proper and authorized transmission procedures in full compliance with these policies and the underlying statutes at all times.
   2. An administratively feasible effort must be made to verify the identities of all parties associated with a transmission.

**2. Implementation Specifications**

1. This Covered Entity must establish procedures and create necessary documentation for each PHI/EPHI transmission outside of an existing BAA and these procedures must include:
2. Integrity and Access Controls per these policies and all applicable law and regulation as is appropriate to the risk for monitoring the transmission.
3. Security controls and Encryption using acceptable standards per these policies and all applicable law and regulation as is appropriate to the risk for securing the transmission.

**Violations:**

Workforce members found to have violated this policy, may be subject to disciplinary action up to and including termination of employment.

**Related Policies and Procedures:**

**Administrative:**

HIPAA Security Management Root Process

HIPAA Assigned Security Responsibility  
HIPAA Workforce Security

HIPAA Information Access Management

HIPAA Security Awareness and Training

HIPAA Security Incident Procedures

HIPAA Contingency Plan

HIPAA Evaluation

**Physical:**

HIPAA Device and Media Control Policy

HIPAA Facility Access Control Policy

**Technical:**

HIPAA Access Control Policy

HIPAA Audit Policy

HIPAA Authentication Policy

HIPAA Workstation Use Policy

HIPAA Workstation Security Policy

HIPAA Information Integrity Policy

HIPAA Transmission Security Policy

**BAA’s and Other Agreements:**

HIPAA Business Associate and Other Agreement Policy  
Google BAA