



UNIVERSITY OF ARKANSAS  
FOR MEDICAL SCIENCES

## UAMS ADMINISTRATIVE GUIDE

---

NUMBER: 7.3.11

DATE: 03/24/2005

REVISION: 4/24/2008

PAGE: 1 of 2

---

**SECTION: INFORMATION TECHNOLOGY**

**AREA: NETWORK SECURITY**

**SUBJECT: AUDIT CONTROLS FOR CONFIDENTIAL INFORMATION**

---

### PURPOSE

To inform the UAMS workforce about audit controls for confidential information.

### SCOPE

UAMS Workforce

### DEFINITIONS

**Confidential Information** includes information concerning UAMS research projects, confidential employee information, information concerning the UAMS research programs, proprietary information of UAMS, and sign-on and password codes for access to UAMS computer systems. Confidential information shall include Protected Health Information.

**Electronic Protected Health Information (ePHI)** means individually identifiable health information that is:

- Transmitted by Electronic media
- Maintained in Electronic media

**Information System(s)** means an interconnected set of information resources under the same direct management control that shares common functionality. A system normally includes hardware, software, information, data, applications, communications, and people.

**Protected Health Information (PHI)** means information that is part of an individual's health information that identifies the individual or there is a reasonable belief the information could identify the individual, including demographic information, and that (i) relates to the past, present or future physical or mental health or condition of the individual; (ii) relates to the provision of health care services to the individual; or (iii) relates to the past, present, or future payment for the provision of health care services to an individual. This includes PHI which is recorded or transmitted in any form or medium (verbally, in writing, or electronically). PHI excludes health information maintained in educational records covered by the federal Family Educational Rights Privacy Act and health information about UAMS employees maintained by UAMS in its role as an employer.

**UAMS Workforce** means for purposes of this Policy, physicians, employees, volunteers, trainees, and other persons whose conduct, in the performance of work for UAMS, is under the direct control of UAMS, whether or not they are paid by UAMS.

To access any other terms or definitions referenced in this policy:

<http://hipaa.uams.edu/DEFINITIONS%20-%20HIPAA.pdf>

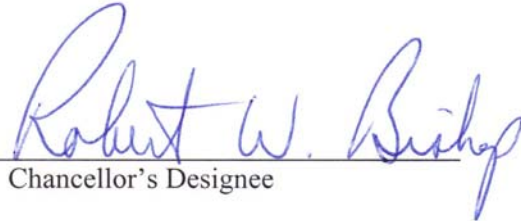
## **POLICY**

UAMS will record and examine significant activity on its Information Systems that contain Confidential Information, including ePHI. Audit mechanisms will be placed on Information Systems that use or contain Confidential Information. UAMS will develop and implement a formal process for audit log reviews and conduct audits regularly.

## **PROCEDURE**

1. Information Systems that contain or use Confidential Information must be able to record and examine potentially unauthorized activity. Risk Analyses will be conducted by Information Technology to identify potentially unauthorized activity on systems as required.
2. Software, hardware or procedural auditing mechanisms will be implemented on UAMS Information Systems that contain Confidential Information. The mechanisms should provide date and time of the potentially unauthorized activity; origin of potentially unauthorized activity; identification of user performing potentially unauthorized activity; and the description of attempted or completed potentially unauthorized activity. If a system does require the use of an auditing mechanism but does not support an auditing mechanism, efforts will be made to upgrade the system within a reasonable time frame.
3. Information Technology will audit any system that has potentially unauthorized activity. Activities to be audited may include but not be limited to the following: Access of certain data; use of certain software programs and utilities; use of a privileged account; Information System start up or stop; and failed Authentication attempts.
4. Logs created by UAMS electronic audit mechanisms will regularly be reviewed by system administrators. Any suspected Security Incidents are to be reported to the Information Technology Security Department (501-603-1336) [ITSecurityAlerts@uams.edu](mailto:ITSecurityAlerts@uams.edu) to determine any appropriate action. These reports and any response taken must be documented and kept on file for 6 years.
5. All other Security Incidents suspected or known by any member of the UAMS Workforce must be reported on a timely basis to the appropriate person in accordance with the UAMS reporting policy, [3.1.23 REPORTING OF HIPAA VIOLATIONS](#).

SIGNATURE: \_\_\_\_\_

  
Chancellor's Designee

DATE: April 24, 2008