

**HIPAA Security Procedure #10**  
**Workstation Acceptable Use**

*Last Revised: 3/15/2005*

*Approved: 12/12/2005*

The Department of Radiation Oncology will provide a copy of the Washington University Computer Use Policy with the following addendum to all new employees and non-employee workforce members at the beginning of employment (or term). A copy of Use Policy and the addendum will also be distributed to all current employees and non-employee workforce members prior to the April, 2005 beginning of the HIPAA security regulations. The Computer Use Policy and the following addendum will also be available as a reference on the Radiation Oncology intranet website.

Addendum to the Washington University Computer Use Policy:

- Washington University reserves the right to log, review, or monitor any data (E PHI and non-E PHI) stored or transmitted on its information system assets.
- Washington University Medical Library Computing and Networking Services, in conjunction with Human Resources, reserves the right to remove or deactivate any Workforce member's user privileges, including but not limited to, user access accounts and access to secured areas, when necessary to preserve the integrity, confidentiality and availability of its facilities, user services, and data.
- Workforce members who violate the Washington University Computer Use Policy, or the Workstation Acceptable Use Policy are subject to sanctions in accordance with the WUSM HIPAA Sanction Policy.