

**DEPARTMENT OF HEALTH
NURSING CARE QUALITY ASSURANCE COMMISSION**

WHPS Procedure Summary 23.01: Security

Certain information collected and maintained by the Washington Health Professional Services (WHPS) program is required to be confidential and protected from disclosure. WHPS staff must maintain this confidentiality. Records must be secured to maintain this protection.

SUMMARY

1. Security:
 - A. All WHPS staff computers are set for automatic lock at ten (10) minutes.
 - B. Staff locks their computer when away from their workstations.
 - C. Staff secures working documents in cabinets/drawers while away from workstations during business hours.
 - D. The secure storage room is to be locked at all times.
 - E. Staff maintains a clean desk by returning files to the File Room when they depart the office for the day.
 - F. Case staffing occurs in a secure area.
 - G. All electronic documents containing personal information will be stored in a secured WHPS file on the S: drive.
 - H. Received FAX documents are e-mailed to a secure WHPS e-mail account and not directly printed.