

HIPAA-19: Security Reminders Policy

Effective Date:	12-01-2015	Last Revised:	7-17-2017
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Scope of Policy

This policy governs the creation and implementation of Security Reminders for **TCS**. All personnel of **TCS** must comply with this policy. Demonstrated competence in the requirements of this policy is an important part of the responsibilities of every member of the workforce.

Assumptions

- TCS** must comply with HIPAA and the HIPAA implementing regulations pertaining to security reminders, in accordance with the requirements at § 164.308(a)(5).
- The frequent use of appropriate security reminders and other information security awareness resources can reduce the likelihood of data breaches and HIPAA violations.

Policy Statement

- It is the Policy of **TCS** to develop or acquire and to use appropriate information security reminders, or other information security awareness resources, on a regular basis.
- The HIPAA Security Officer shall assume responsibility for developing or acquiring such reminders and resources, and for implementing a plan and program ensuring their frequent use.
- It is the Policy of **TCS** to fully document all information security reminder-related activities and efforts, according to our Documentation Policy.

Procedures

- HIPAA compliance reminders will be issued at Quarterly Meetings.
 - HIPAA Privacy and Security Reminders will also be distributed via periodic internal emails.