

HIPAA-37 Automatic Log-Off Policy

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

This policy governs the implementation of Automatic Log-Offs for **TCS**'s information systems. 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 the use of automatic log-off applications, in accordance with the requirements at § 164.306 and § 164.312(a)(1-2).
- The establishment and implementation of an effective automatic log-off policy is a crucial element in our overall objective of providing reasonable protections for individually identifiable health information, including Protected Health Information ("PHI", as defined by HIPAA).

Policy Statement

- It is the Policy of **TCS** to always use automatic log-off applications or systems on all workstations and computers, in full compliance with the requirements of HIPAA.
- Responsibility for the development and implementation of this automatic log-off policy, and any procedures associated with it, shall reside with Executive Director in collaboration with appropriate IT personnel, who shall ensure that this policy is maintained, updated as necessary, and implemented fully throughout our organization.
- Specific procedures shall be developed to specify the proper functions and procedures of our automatic log-off systems on all computers and workstations that access individually identifiable health information, including Protected Health Information ("PHI", as defined by HIPAA).

Procedures

- TCS** will use application and network based system configurations to enforce automatic log off/log out controls due to inactivity after a period of 10 minutes.