

Facility Repairs and Maintenance Policy

Policy:

Kewaunee County is committed to ensuring the confidentiality, integrity, and availability of all electronic protected health information (ePHI) it creates, receives, maintains, and/or transmits. To establish documentation guidelines for maintenance, repairs, and modifications to the physical components of its facilities when related to the security of the ePHI as well as limit physical access to electronic information systems and the facilities in which they are housed, while ensuring that properly authorized access is allowed.

Responsible for Implementation:

Security Officer

Procedures:

1. **Identify ePHI Security Risk.** Prior to approving plans to repair, modify, or schedule maintenance any of Kewaunee County's owned or leased facilities, the Security Officer will make a determination whether or not the scheduled maintenance, repairs, changes, or the construction process itself, increases the security risk of ePHI.
2. **Reduce or eliminate the ePHI Security Risks.** The Security Officer or designee shall take all reasonable measures to reduce or eliminate ePHI security risks during any maintenance or construction project. The Security Officer or designee shall also make provisions for all users that need access to ePHI have access to ePHI during their regularly scheduled hours.
3. **Monitor for Additional Risks.** The Security Officer shall monitor the project for any increase or change in security risks to ePHI during the course of the project and implement security responses as necessary.
4. **Documentation of the Project.** The Security Officer or designee shall document all efforts made to protect the confidentiality, integrity, and availability of ePHI during the project.