



Telecommuting Audit and Policy



HIPAA
VERIFIED

Objective of Telecommuting:

Telecommuting allows employees to work remotely at home for a part of their regular workweek. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs.

This telecommuting policy discusses parts of a HIPAA compliance program. This policy does not make your business HIPAA compliant. If you would like more information on how to become HIPAA compliant please visit www.compliancy-group.com/why-cg/ or give us a call at 855-854-4722.

Requirements of HIPAA Compliance for Telecommuting with Employee Managed Equipment:

- The employee must have a device that the employee will dedicate for business purposes only.
- The employee must ensure the device drives are encrypted – this can be accomplished by using an encryption application like Microsoft BitLocker (requires Windows 10 Pro) or Apple FileVault.
- The employee must install Anti-Virus and Malware Protections.
- The employee must turn on Automatic Updates.
- The employee must have a strong password protected account on the computer.
- The employee must use a strong password that is at least 12 characters or more with an uppercase letter, a lowercase letter, a number and a symbol – this password does not need to be changed unless there is suspicion that the password has been compromised.
- The employee must have a password protected screen lock timeout set to a maximum of 15 minutes.

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Requirements of HIPAA Compliance for all Telecommuters:

- The employee must make sure wireless router traffic is encrypted using (at a minimum) WPA2-AES encryption.
- The employee must make sure that the password to the wireless network is a strong password that is at least 12 characters or more with an uppercase letter, a lowercase letter, a number and a symbol.
- The employee must never download or print PHI – no footprint (evidence of PHI) will be allowed at Home Offices.
- The employee must conduct the physical site audit (end of this document) and provide the details of the audit to the current Security Officer every 12 months.
- If the above are not followed, the employee must defend their decisions to the Department of Health and Human Services (HHS) should a breach occur, and it be revealed that these protocols were not followed.
- Have a member of the organization's IT department confirm all requirements are in place before access to company resources is granted.

Home Office Site Audit

Questions completed by Employee:	Yes	No	N/A	Notes
Do you store paper documents that contain Protected Health Information in your home office?				
Do you print paper documents that contain Protected Health Information at your home office?				
Do you receive paper faxes at a physical fax machine in your home office?				
Do you take paper or electronic files containing Protected Health Information to your home office?				
Do you have a lockable door to your home office?				
Do you have an alarm on your home / home office?				
Questions completed by the IT Department:	Yes	No	N/A	Notes
Is the drive on the computer encrypted using either Apple FileVault or Microsoft BitLocker encryption?				
Does the computer have an Anti-Virus and Malware Software installed?				
Are automatic updates turned on?				
Is the computer password protected with at least a 12-character complex password?				
Is the computer set to lock after a maximum of 15 minutes of inactivity on the computer?				
Does the employee have a Wireless Router?				
If they have a Wireless Router is it protected using WPA2-AES and a strong password?				

Signed and Agreed to by:

Employee Signature: _____ Date: _____

Print Name: _____ Title: _____

Supervisor Signature: _____ Date: _____

Print Name: _____ Title: _____

