



# HIPAAWATCH

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## Five Steps Organizations Can Take to Manage Mobile Devices

### 1. DECIDE

Decide whether mobile devices will be used to access, receive, transmit or store patients' health information or be used as part of the organization's internal networks or systems (e.g., your EHR system).

### 2. ASSESS

Consider how mobile devices affect the risks (threats and vulnerabilities) to the health information the organization holds.

### 3. IDENTIFY

Identify the organization's mobile device risk management strategy, including privacy and security safeguards. These safeguards may include the following measures:

- Install and enable encryption to protect health information stored or sent by mobile devices.
- Use a password or other user authentication.
- Install and activate wiping and/or remote disabling to erase the data on your mobile device if it is lost or stolen.
- Disable and do not install or use file sharing applications.
- Install and enable a firewall to block unauthorized access.
- Install and enable security software to protect against malicious applications, viruses, spyware and malware-based attacks. Keep security software up to date.
- Research mobile applications (apps) before downloading.
- Maintain physical control of your mobile device. Know where it is at all times to limit the risk of unauthorized use.
- Use private Wi-Fi networks to send or receive health information; do not send or receive health information over public networks.
- Delete all stored health information on your mobile device before discharging it.

### 4. DEVELOP, DOCUMENT AND IMPLEMENT (DDI)

Develop, document and implement the organization's mobile device policies and procedures to safeguard health information.

## 5. TRAIN

Conduct mobile device privacy and security awareness and training for providers and professionals.

### FOR MORE INFORMATION VISIT:

[www.healthit.gov/mobiledevices](http://www.healthit.gov/mobiledevices)

### ALSO VISIT THESE TOOLS ON:

*Mobile Devices: Know the Risks. Take the Steps. Protect and Secure Health Information*

[https://www.healthit.gov/sites/default/files/mobile\\_devices\\_and\\_health\\_information\\_privacy\\_and\\_security.pdf](https://www.healthit.gov/sites/default/files/mobile_devices_and_health_information_privacy_and_security.pdf)

*Take Steps to Protect and Secure Information When Using a Mobile Device*

<https://www.healthit.gov/sites/default/files/fact-sheet-take-steps-to-protect-information.pdf>

For more information about this issue of *AFMC HIPAAwatch*,  
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