



**Vice President and Chief Executive Officer of the Medical Center**

**MEDICAL CENTER POLICY NO. 0202**

- A. SUBJECT: Internet and Intranet Access/Usage
- B. EFFECTIVE DATE: January 1, 2013 (R)
- C. POLICY:

All persons gaining access to the Internet or Intranet using the Medical Center network shall comply with the security and confidentiality policies, standards and procedures adopted by the Medical Center. Furthermore, managers are responsible for informing staff of this policy and for taking appropriate disciplinary action against employees using the Internet or Intranet in a manner that violates this policy. The Medical Center reserves the right to apply software and other monitoring tools to identify, report and restrict inappropriate activities.

The Medical Center cannot guarantee the privacy and confidentiality of data associated with the Internet. All persons gaining access to the Internet using the Medical Center network are responsible for the content of any information that they access or post. Limited personal use of the internet is acceptable when it does not impede business functions, disclose protected health information, or consume excessive institutional resources.

All staff must follow the applicable security guidelines and policies when enabling access to Medical Center information for use by internal or external audiences; these guidelines and policies include, but are not limited to the following:

<https://www.healthsystem.virginia.edu/technology/departments/health-system-technology/teams/information-security/departments/health-system-computing/teams/information-security/guidelines>

<https://www.healthsystem.virginia.edu/technology/departments/health-system-technology/teams/information-security/infosec-policies-standards-guidelines>

- D. PROCEDURE:

All those using the Medical Center networked infrastructure to gain access to the Internet or Intranet shall use that access as follows:

1. Acceptable uses of the Internet and Intranet include:
  - a. Communicating by electronic mail for purposes relevant to the mission of the Medical Center and in compliance with [Medical Center Policy No. 0193 "Electronic Mail \(E-mail\)"](#).

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- b. Researching issues relevant to the mission of the Medical Center.
  - c. Participation by Medical Center personnel in forums, blogs, news groups, and other information exchanges with other healthcare or work-related professionals for the purpose of improving their professional knowledge or skills, provided that any patient information is completely de-identified as defined in [Medical Center Policy No. 0021 “Confidentiality of Patient Information”](#) unless the exchange is internal to the Medical Center and is part of a recognized training curriculum.
  - d. Creation or use of Medical Center-sponsored forums, blogs, news groups and other information exchanges to provide general educational information to patients and allow patient/patient communications, if the patient expressly requests to participate and is informed that privacy cannot be assured under the circumstances. Such information exchanges may not be used to provide medical advice to patients. Patients should be encouraged to instead use MyChart©, which provides a more secure and confidential provider/patient means of electronic communication. MyChart© is available at <https://mychart.healthsystem.virginia.edu/mychart/>
  - e. Obtaining software, software updates, and software patches provided such software is legally obtained, verified, authenticated and installed in accordance with Medical Center and/or departmental policies.
2. Unacceptable uses of the Internet or Intranet include:
- a. Commercial or business use not directly related to Medical Center business.
  - b. Obtaining access to any network or computer system in a manner that violates the policies of the owner of the network or system.
  - c. Engaging in illegal or unethical activities as defined by this policy, other applicable Medical Center policies<sup>1</sup>, and other applicable laws.
  - d. Sharing of Medical Center software or data with anyone not specifically authorized to receive such software or data.
  - e. Disclosing patient information via forums, blogs, news groups or social networking sites (for example, Facebook, Twitter, MySpace) for purposes other than those approved in Section D.1 above.
  - f. Utilizing unapproved third-party cloud storage or “cloud” based back-up providers, such as, but not limited to: Drop Box, iCloud, Google Docs, Amazon Simple Storage Service, Carbonite, Crash Plan and similar consumer based services with whom the Medical Center has not established a contractual relationship.
  - g. Any use that violates Medical Center policies and other applicable law.

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<sup>1</sup> See also [Medical Center Policy No. 0262 “Standards for Professional Behavior”](#) and [Medical Center Human Resources Policy No. 701 “Employee Standards of Performance”](#).

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3. Identified patient data (protected health information as defined in [Medical Center Policy No. 0021 "Confidentiality of Patient Information"](#)) or sensitive business data to be transferred over the Internet must be authenticated and encrypted using a Medical Center approved method of authentication and encryption to limit access to authorized recipients and protect the data from interception while it is being transmitted.

Organizational areas or individuals desiring to use a method of transmission other than those established by the University of Virginia Medical Center must place a service request with Health System Technology Services (HS/TS) and receive approval from HS/TS prior to using the desired method. Refer to the Information Security Administration websites referenced in section C of this policy for additional policies, procedures, and guidelines on the proper handling/transmission of Electronic Protected Health Information.

SIGNATURE:

  
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R. Edward Howell, CEO, UVA Medical Center

DATE:

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12/21/12

Medical Center Policy No. 0202 (R)

Approved April 1999

Revised November, 2002, July 2005, June 2008, December 2009, December 2012

Approved by Interim Chief Technology and Health Information Officer

Approved by Medical Center Administration