



Security Awareness Checklist

Items for Managers

- ☐ Secure and document any keys or combination locks. (Facilities/██████████)
- ☐ Provide departmental call tree and disaster/emergency plan to IT for off-site storage
- ☐ Utilize the IT User Setup Form for new hires, consultants, and alterations to a user's system access (<http://██████████.aspx>)
- ☐ Ensure all separating employees and contractors utilize the Termination of Relationship Policy (<http://██████████.pdf>)

Read and Review

- ☐ IT Policies and Procedures (<http://██████████.aspx>)
- ☐ Electronic Security Standard Policy <http://██████████.aspx>

Action Items

- ☐ Set a power-on password for your Blackberry (Click – Options, Security Options, General Settings)
- ☐ Complete Electronic Security Standard Training
- ☐ Lock up all mobile data sources (CDs, USB drives, etc.) in your area
- ☐ Request a security tether cable for laptops from the HelpDesk
- ☐ Store important files on the H: or T: drive rather than the local C: drive
- ☐ Carry your ID badge with you at all times. Report lost ID badges to the ██████████ Coordinator (██████████)

Procedures

- ☐ To move PCs, dispose of data/media, and return equipment, contact HelpDesk.
- ☐ ██████████ visitors must check-in at the front desk in B200 and have an escort while in the building(s).
- ☐ When away from your seat, PHI and other confidential information must be out of site (Clean Desk Policy)
- ☐ Remote access to Gordian's network is only available via VPN. Access from non-██████████ PCs is against policy.
- ☐ Encrypt all data transmissions (no PHI via email except to bcbst.com). Contact Systems Security Architect (██████████)
- ☐ Forgotten passwords will require manager authorization for password re-set.
- ☐ Report security incidents or violations by contacting HelpDesk, emailing security@██████████.com, or calling (615) 371-6299, or contacting ██████████.
- ☐ Report Compliance issues to ██████████ (Human Resources).
- ☐ Report Privacy/HIPAA issues to ██████████ (██████████ Center).