

COMPLIANCE POLICY

The Smile Way Group

POLICY/PROCEDURE TITLE	Computer and Information Security Policy		
POLICY/PROCEDURE NUMBER	CC-118		
DEPARTMENT	Corporate Compliance Department		
Original Issue Date	8/16/2018		
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Last Review Date	10/26/2022		
Revision Date History	10/2022 policy updated to include DPP and The Smile Way Group, title changed from "Clean Workstation", remote and field sections added.		
APPLIES TO			
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<input checked="" type="checkbox"/>	AZ: Arizona Mobile Dental, PC dba Big Smiles	<input checked="" type="checkbox"/>	MI: Michigan Dental Outreach, P.C. dba Michigan Dental Outreach
<input checked="" type="checkbox"/>	CA: Elliot Paul Schlang, DDS, Professional Corporation dba Big Smiles	<input checked="" type="checkbox"/>	MO: Nevin K. Waters D.D.S., P.C. dba Big Smiles
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I. PURPOSE:

ReachOut Healthcare America LTD d/b/a Smile America Partners (hereinafter "Smile Way Organization") and its affiliated Dental Professional Practices ("DPPs") (hereinafter collectively referred to as "The Smile Way Group") has established this policy for the purpose of improving the security and confidentiality of information, including but not limited to Protected Health Information ("PHI"). This policy ensures that all PHI and any other sensitive and confidential information, whether it be on paper, a storage device, or a hardware device, is properly locked away or disposed of when a workstation is not in use. This policy will reduce the risk of unauthorized access to, loss of, and damage to information during and outside of normal business hours or when workstations are left unattended. A Computer and Information Security Policy is an important HIPAA security and privacy control.

II. SCOPE:

This policy applies to all individuals of The Smile Way Group working with PHI or any other sensitive and confidential information in any form (hardcopy or electronic).

III. POLICY:

Office Staff:

- Passwords may not be left on sticky notes posted on or under a computer, or left written down in an accessible location.
- Computer workstations must be locked when the workstation is unoccupied and should be configured to automatically lock or engage password protected screensaver after an unattended duration of 10 minutes.
- Laptops, tablets, cell phones, and other portable computing devices must also be locked when not in use or when unattended.

- Computer workstations must be logged off at the end of the workday.
- Individuals are required to ensure that any sensitive and confidential information in hardcopy or electronic form is removed from their workstations and locked when their workstations are unoccupied and at the end of the workday.
- Storage devices such as CDs, DVDs, hard drives, and USB drives containing any sensitive and confidential information must be locked in a drawer, and data contained therein must be encrypted.
- File cabinets containing any sensitive and confidential information must be kept closed and locked when not in use or when unattended.
- Keys used for access to any sensitive and confidential information must not be left at an unattended desk.
- Printouts containing any sensitive and confidential information should be immediately removed from the printer/copiers. Individuals must ensure that no documents containing any sensitive and confidential information remain in the printer/copier areas overnight. Staff that routinely prints sensitive and confidential information should contact IT to see if secure print mode is available on their printer.
- Upon disposal, any sensitive and confidential information must be shredded.
- Whiteboards containing any sensitive and confidential information must be erased.

Remote Office Staff:

- Passwords may not be left on sticky notes posted on or under a computer, or left written down in an accessible location.
- Computer screens must be faced away from any nonemployee when in use, and when not in use, devices must remain locked.
- Workstations should be configured to automatically lock or engage password protected screensaver after an unattended duration of 10 minutes.
- Laptops, tablets, cell phones, and other portable computing devices must also be locked when not in use or when unattended.
- Computer workstations must be logged off at the end of the workday.
- Individuals are required to ensure that any sensitive and confidential information in hardcopy or electronic form is secure when their workstation is unoccupied and at the end of the workday.
- With prior IT departmental approval, any storage devices such as CDs, DVDs, hard drives, and USB drives containing any sensitive and confidential information must be stored securely, and data contained therein must be encrypted.
- Printouts containing any sensitive and confidential information should be immediately removed from the company issued printer/copiers. Individuals must ensure that no documents containing any sensitive and confidential information remain in the printer/copier areas overnight.
- Upon disposal, any sensitive and confidential information must be shredded or returned to the office for shredding.

Field Staff:

- Passwords may not be left on sticky notes posted on or under a computer, or left written down in an accessible location.
- At no time should dental equipment or sensitive and confidential information be left unattended while at school visit. Sensitive and confidential information may not be stored overnight in vehicles.
- Upon disposal, any sensitive and confidential information must be shredded. If a shredder is not available, it should be included in the weekly mailing to the corporate office with a "SHRED" note on it.
- Computer workstations must be locked when the workstation is unoccupied and should be configured to automatically lock or engage password protected screensaver after an unattended duration of 10 minutes.
- Any other company issued portable computing devices, such as laptops, tablets, cell phones, must also be locked when not in use or when unattended.
- Computer workstations must be logged off at the end of the workday.
- **Team Leaders:** Storage devices such as CDs, DVDs, hard drives, and USB drives containing any sensitive and confidential information must be secure when not in use, and data contained therein must be encrypted. These may not be stored overnight in vehicles.
- **Team Leaders:** Printouts containing any sensitive and confidential information should be immediately removed from the company issued printer/copiers and secured appropriately.

IV. ENFORCEMENT:

Individuals found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Approvals:

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Steve Higginbotham, CEO

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