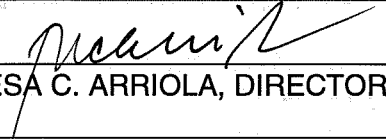


| GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER | | |
|---|--|-----------------------|
| TITLE: PASSWORD MANAGEMENT POLICY | POLICY NO: AD-MIS-02 | Page 1 of 2 |
| RESPONSIBILITY: Management Information System | | |
| APPROVED BY:  THERESA C. ARRIOLA, DIRECTOR | DATE OF ORIGINAL APPROVAL: 6/2/2017 | |
| | LAST REVIEWED/REVISED: 2/6/2020 | |

PURPOSE:

The purpose is to implement procedures for creating, changing and safeguarding passwords.

SCOPE:

This policy applies to Department of Guam Behavioral Health and Wellness Center in its entirety, including all workforce members and computer software business associates. It also applies to all computer systems, network, and applications that process, store or transmit electronic protected health information (ePHI).

POLICY

- A. Guam Behavioral Health and Wellness Center in compliance with the password management implementation specification, defined within the Security Awareness and Training Standard in the Administrative Safeguards category of the HIPAA Security Rule § 164.308(a)(5) shall;
 - 1. Implement periodic security updates, and require that all passwords must be change at least once every 180 days.
 - 2. User accounts that have system-level privileges granted through group memberships or programs must have a unique password from all other accounts held by that user.
 - 3. All staff shall follow the guidelines in the creation, changing and safeguarding the password.
- B. Staff must not share their password with anyone, including administrative assistants or secretaries, unless otherwise justified and approved by the Director. All passwords are to be treated as sensitive, confidential information.
- C. Training shall be provided to all users and abide by the established guidelines for creating and changing passwords during periodic change cycles.
- D. The Computer System Analyst (CSA) Supervisor shall ensure the implementation of the Password Management Policy.

PROCEDURE:

Obtaining system access: User ID and Password for new employee

- 1. Department Head submits request to the MIS Section identifying and authorizing employee(s) to access what system and what application, and defining the job function and access limitations.

2. Once activated, employee(s) will receive instructions from MIS Section on how to change their passwords. Employee(s) should comply with this policy in the frequency of changing their Passwords.

Disabling and terminating authorized user system access

1. CSA Supervisor shall disable and suspend the employee(s) user account if not in use for more than 30 days, until they notify MIS section.
2. When employee(s) terminate their employment and clear-out from the Department of Guam Behavioral Health and Wellness Center, MIS Section will immediately remove the employee(s) user access account and password on their last day of work.

**GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER
REVIEW AND ENDORSEMENT CERTIFICATION**

The signatories on this document acknowledge that they have reviewed and approved the following:

Policy and Procedure

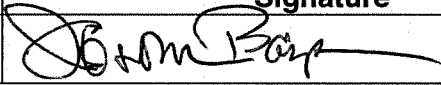
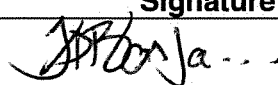

Submitted by: MIS Section

Protocol/Form

Policy No: AD-MIS-02

Bylaws

Title: Password Management Policy

| | | |
|-------------------|---|--|
| Reviewed/Endorsed | Date | Signature |
| | 1/15/2020 |  |
| Title | Name Title Joseph Baza Computer Systems Analyst II | |
| Reviewed/Endorsed | Date | Signature |
| | 1/15/2020 |  |
| Title | Name Title Fred D. Borja Computer Systems Analyst I | |
| Reviewed/Endorsed | Date | Signature |
| | 1/21/2020 |  |
| Title | Name Title Carissa Pangelinan GBHWC Deputy Director | |

Deputy Director

