

ADAMHS BOARD FOR MONTGOMERY COUNTY	BP # 524	
TITLE: Password Management	SUBJECT HIPAA SECURITY	
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PURPOSE: To ensure unique and reliable identification of individual information system users and to minimize the likelihood of improper access or use by establishing a standard for creation of strong passwords, the protection of those passwords, and the frequency of change.

POLICY:

1. All users of the ADAMHS Board for Montgomery County information systems are required to present their system user name along with a private, self-constructed password in order to access workstations, the extranet or the intranet.
2. Users or entities shall keep their passwords safe from discovery and must not divulge them to anyone.
3. Users must only employ passwords that meet the specifications set forth by the Network Administrator. The specifications must be robust.
4. Passwords must be changed at intervals determined by the Network Administrator and the Security Officer.
5. If user records password, the password must be recorded in a location that is unlikely to be discovered by an intruder. Examples of unacceptable storage locations are: under user's mouse pad, keyboard or speakers; bottom of pencil drawer, radio, etc. Examples of acceptable locations may be: locked drawer, password lockbox in MIS area.

REFERENCES:

HIPAA Final Security Rule, 45 CFR Parts 160, 162, and 164, Department of Health and Human Services, <http://www.cms.hhs.gov/hipaa/hipaa2/regulations/security/default.asp>, February 20, 2003. § 164.308(a)(5)(ii)(D).

"CMS Information Systems Security Policy, Standards and Guidelines Handbook", Centers for Medicare and Medicaid Services, <http://www.cms.hhs.gov/it/security/docs/handbook.pdf>, July 2004.

National Institute of Standards and Technology, Special Publication 800-12, An Introduction to Computer Security: The NIST Handbook, Chapter 13, <http://csrc.nist.gov/publications/nistpubs/800-12/handbook.pdf>

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National Institute of Standards and Technology, Special Publication 800-53,
Recommended Security Controls for Federal Information Systems,
<http://csrc.nist.gov/publications/drafts/SP800-53-Draft2nd.pdf>