

**COMPUTER INFORMATION SYSTEMS, SOFTWARE, & DATABASES  
INVENTORY AND ASSESSMENT OF EPHI**

Name of Component that is used to store, hold or transmit EPHI. Examples include databases, billing and registration systems, e-mail systems, and electronic medical records.

Name of Component:

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Check specifics for this component:

Location(s): Server\_\_\_\_\_ Laptop\_\_\_\_\_ PDA\_\_\_\_\_ Workstation #\_\_\_\_\_

External Hard drives, CDs, Tapes \_\_\_\_\_ Cellular phone \_\_\_\_\_ Other: \_\_\_\_\_

Briefly state its purpose:

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Name the vendor of the system and the contact person for services:

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List those who use the system by job category (e.g., scheduler, coder, biller, nurse, Bus Office Manager, physicians)

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_____	_____
_____	_____
_____	_____
_____	_____

List vendors, persons, and contact information of those who have access to the system to provide support for the system:

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If this is software, list any connections with other systems (e.g., billing system that interfaces with an electronic medical records system, scheduling system that interfaces with physician office scheduling system) inside or outside the Center.

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Is the information contained on this system backed up? Yes \_\_\_\_\_ No \_\_\_\_\_  
If no, what method would be used to obtain the information needed if it is lost?

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If yes, how often? \_\_\_\_\_  
If yes, how is it backed up? \_\_\_\_\_

Will the back up provide complete retrieval of the information? Yes \_\_\_\_\_ No \_\_\_\_\_  
If no, what other methods are available to retrieve the information: \_\_\_\_\_

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What daily operations are impacted if this system is unavailable or the data was lost?

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Circle the following with a High threat (H), Medium threat (M), Low threat (L):

Threat that this information will be accessed by an unauthorized person	H	M	L
Threat that this information can be transmitted to an unauthorized receiver	H	M	L
Threat that this information can be stolen, destroyed, altered, or infected	H	M	L
Threat that this information can become inaccessible due to environmental threats such as severe or violent weather or physical threats such as power outages, water damage, etc.?	H	M	L

Briefly describe the threat:

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Check all that apply:

If the threat became a reality, would it impact:

Confidentiality of the data (e.g., unauthorized persons have access)	Y___	N___
Integrity of the data (e.g., data could become incomplete or inaccurate)	Y___	N___
Availability of the data (e.g., unavailable to all or some persons who need it)	Y___	N___