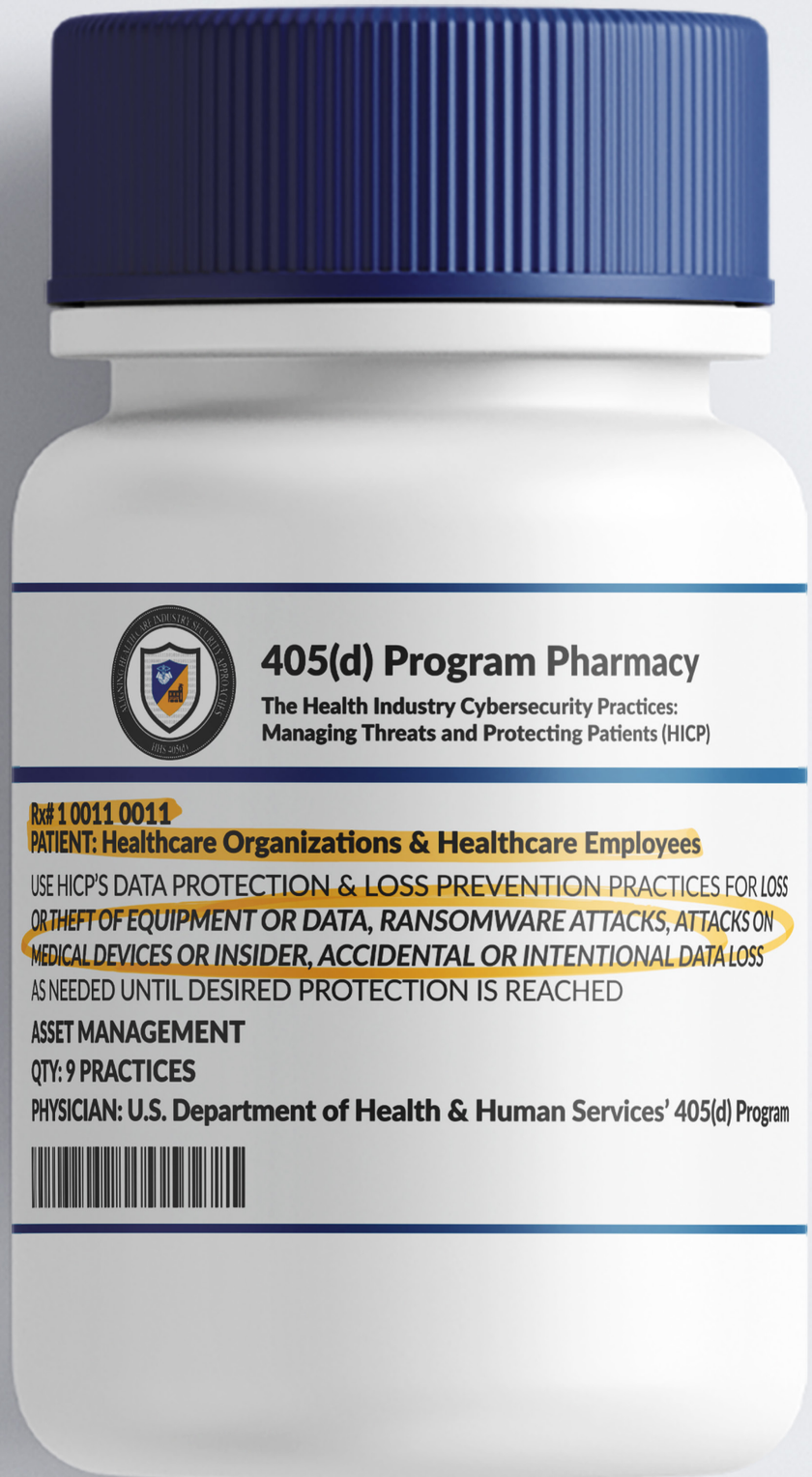

PRESCRIPTION:

Asset Management

Organizations manage IT assets using processes referred to collectively as IT asset management (ITAM). ITAM is critical to ensuring that the appropriate cyber hygiene controls are maintained across all assets in your organization

Protect yourself and your patients by following the course of treatment below:

For Small Organizations:

- Keep an accurate inventory. A complete and accurate inventory of the IT assets in your organization facilitates the implementation of optimal security controls. This inventory can be conducted and maintained using a well-designed spreadsheet.
- Procurement processes should be implemented and followed at all levels of your organization. Processes should be part of daily IT operations and encompass the lifecycle of each IT asset.
- Establish policies to appropriately decommission and remove assets. It is critical to properly dispose of retired assets, because these assets may contain sensitive information.

For Medium/Large Organizations:

In addition to instituting the tips for Small Organizations be sure to incorporate the following:

- Provide secure storage for inactive devices. Assets that are not in circulation should be returned to the appropriate IT department to avoid threats.
- Establish integration with network access control procedures. This can mitigate complications when employees use personal devices or devices are donated to your organization.
- Implement Automated Discovery and Maintenance systems. In order to maintain thousands of data elements Automated Discovery systems provide the ability to maintain all records and track the lifecycle of assets.

*For more Asset Management practices, please visit **www.405d.hhs.gov** to download a copy of the HICP technical volume for your organization. Check out the available resources 405(d) has to offer by visiting our social media pages @ask405d on Facebook, Twitter, and Instagram!*