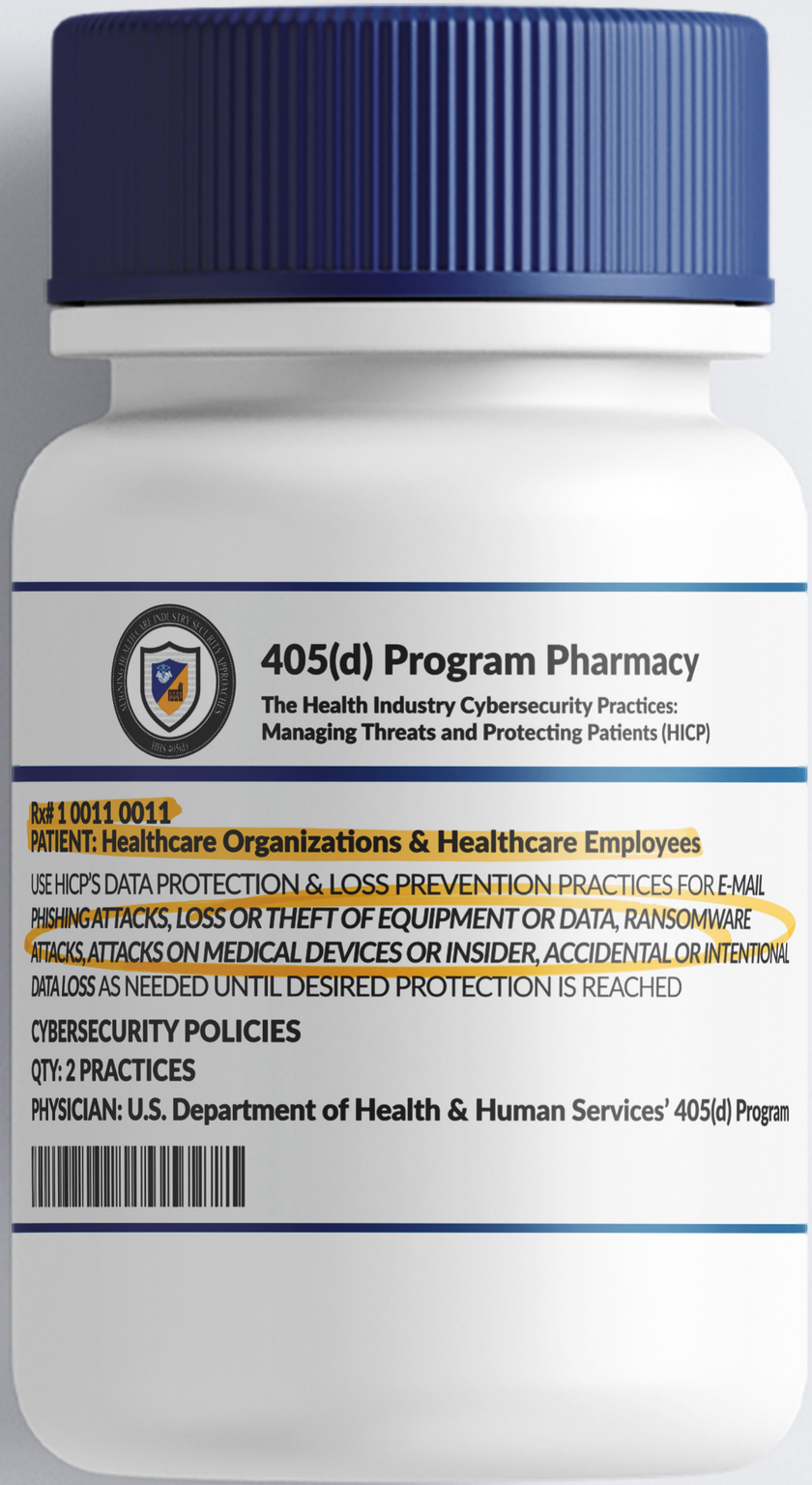

PRESCRIPTION:

Cybersecurity Policies

Establishing and implementing cybersecurity policies, procedures, and processes is one of the most effective means of preventing cyberattacks. They set expectations and foster a consistent adoption of behaviors by your workforce. With clearly articulated cybersecurity policies, your employees, contractors, and third-party vendors know which data, applications, systems, and devices they are authorized to access and the consequences of unauthorized access attempts.

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

For Small Organizations:

- Establish Roles and Responsibilities. Describe cybersecurity roles and responsibilities throughout the organization, including who is responsible for implementing security practices and setting and establishing policy.
- Instill Education and Awareness. Describe the mechanisms by which the workforce will be trained on cybersecurity practices, threats, and mitigations.
- Provide Laptop, Portable Device, and Remote Use policies. Describe the policies that relate to mobile device security and how these devices may be used in a remote setting.

For Medium/Large Organizations:

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

- Implement Acceptable Use / Email Use Policies. Describe actions that users are permitted and not permitted to take. Explicitly define how e-mail is to be used.
- Establish Incident Response and Disaster Recovery plans. Define the standard practices for recovering IT assets in the case of a disaster, including backup plans.
- Provide guidance on Personal Device use. Define the organization's position on the use of personal devices (i.e., BYOD). If these are permitted, establish expectations for how the devices will be managed.

*For more Cybersecurity Policies 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!*