

Section: Division of Nursing
Approval: _____

PROCEDURE

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HACKETTSTOWN REGIONAL MEDICAL CENTER

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NEWBORN SERVICES
(Scope)

TITLE: SECURITY POLICY RE: ELECTRONIC BIRTH CERTIFICATE

PURPOSE: To outline procedures for providing confidentiality to the NJEBC System.

SUPPORTIVE DATA:

The NJEBC software program is designed to be primarily for the collection, preparation, transmission, and/or filling of data necessary for completion of the State of New Jersey Certificates of Live Birth, Fetal Death Certificates, and submission of perinatal data to the NJDOH. As such, all data collected or generated by the NJEBC system shall be treated with the same level of care, security and confidentiality as other patient medical records.

Access to the EBC will be limited to those personnel who have a legitimate need for such access. Access will be limited to the different levels of information by the use of security codes.

CONTENT:

The integrity of the EBC will be assured by allowing no unlicensed software or software not specifically authorized by HCH administration be permitted to occupy space in the computer designated for the NJEBC. The EBC data is backed up on Hospital computer network.

REFERENCE: Genesis