

5122-26-08.1 Security of clinical records systems.

(A) Each provider shall have policies and procedures addressing the security of its clinical records system.

(B) If a provider maintains electronic health records (EHRs) it must be a system or module that is certified in accordance with the Public Health Service Act (PHSA) Title XXX and also comply with section [3701.75](#) of the Revised Code.

The provider must be able to produce paper copies of client records upon legally valid requests.

(C) Policies and procedures for providers maintaining a computer-based clinical records system shall include consideration of the following components:

(1) Authentication - providing assurance regarding the identity of a user and corroboration that the source of data is as claimed;

(2) Authorization - the granting of rights to allow each user to access only the functions, information, and privileges required by their duties;

(3) Integrity - ensuring that information is changed only in a specific and authorized manner. Data, program, system and network integrity are all relevant to consideration of computer and system security;

(4) Audit trails - creating immediately and concurrently with user actions a chronological record of activities occurring in the system:

(5) Disaster recovery - the process for restoring any loss of data in the event of fire, vandalism, disaster, or system failure;

(6) Data storage and transmission - physically locating, maintaining and exchanging data; and

(7) Electronic signatures - a code consisting of a combination of letters, numbers, characters, or symbols that is adopted or executed by an individual as that individual's electronic signature; a computer-generated signature code created for an individual; or an electronic image of an individual's handwritten signature created by using a pen computer. Client record systems utilizing electronic signatures shall comply with section [3701.75](#) of the Revised Code.

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