



# Managing Mobile Devices in Your Health Care Organization

Health care providers and professionals are using mobile devices in their work. Covered entities must comply with HIPAA Privacy and Security Rules to protect and secure health information, even when using mobile devices. As a leader within your organization, you are responsible for developing and implementing mobile device procedures and policies that will protect the health information patients entrust to you.

Here are five steps your organization can take to help manage mobile devices in your health care setting:

- 1. Decide whether mobile devices will be used to access, receive, transmit, or store patients' health information or be used as part of your organization's internal network or systems, such as an electronic health record system.**

Understand the risks to your organization before you decide to allow the use of mobile devices.

- 2. Consider the risks when using mobile devices to transmit the health information your organization holds.**

Conduct a risk analysis to identify threats and vulnerabilities. If you are a solo provider, you may conduct the risk analysis yourself. If you work for a large provider, the organization may conduct it.

- 3. Identify a mobile device risk management strategy, including privacy and security safeguards.**

A risk management strategy will help your organization develop and implement mobile device safeguards to reduce risks identified in the risk analysis, including an evaluation and regular maintenance of the mobile device safeguards you put in place.

- 4. Develop, document, and implement your organization's mobile device policies and procedures to safeguard health information.**

Some topics to consider when developing mobile device policies and procedures are:

- Mobile device management
- Using your own device
- Restrictions on mobile device use
- Security or configuration settings for mobile devices

- 5. Conduct mobile device privacy and security awareness and ongoing training for providers and professionals.**



Mobile Devices: Know the **RISKS**. Take the **STEPS**.  
**PROTECT & SECURE** Health Information.  
Find out more at [HealthIT.gov/mobiledevices](http://HealthIT.gov/mobiledevices)