**Purpose**

To provide direction for the processes and procedures to effectively use, manage, and protect information

**Policy**

Harborview Medical Center Transfusion Service has established and maintains policies, processes, and procedures for the appropriate use, management, and protection of information.

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| **Role** | **Responsibility** | **Supporting Documents** |
| **Medical Division Department****Heads** | * Ensure reports and electronically viewable results are designed to provide clear and understandable information to the user.
* Ensure that all report formats meet CLIA requirements.
 | Laboratory Medicine Policies |
| **Medical Director** | * Ensures that policies for confidentiality of data, information and verbal and written communications shall be established and followed.
* Ensures that access to data is controlled to prevent unauthorized access to and release of information.
 | Laboratory Medicine Policies |
| **Manager** | * Ensures that the authorization to access and release data and information is defined, and individuals authorized to enter, change, and release results are identified.
* Upon employee’s resignation from department, notifies hospital and Lab Medicine IT to remove access
 | Quality Process: Sunquest Access |
| **Laboratory Staff** | * Follow policies processes, and procedures to maintain integrity of confidential information.
* Report any inadvertent release of confidential information to manager immediately.
* Verify password is kept private and changed at routine intervals
 | Quality Process: Sunquest Access |
| **Laboratory Medicine IT Department** | * Establish and maintain a process for ensuring that data integrity is maintained.
* Ensures that data are retrievable and usable for the entire retention time.
* Ensures that data is reliably sent from the point of entry to final destination in a timely manner.
* Ensures that data storage media is protected from damage, breach, or unintended destruction.
 | Laboratory Medicine IT Department Policies |
| **Role** | **Responsibilities** | **Supporting Documents** |
| **Laboratory Medicine IT Dept.** **(Cont)** | Back-up Data* Ensures routine back-up of all critical data. Back-up data is performed and written to tape daily. Backup data is kept onsite at UW Tower
* Ensures back-up data is protected from unauthorized access, loss, or modification.
* Tests periodically, the ability to retrieve data from the back-up system.
* Copy of Backup data is stored offsite at Iron Mountain, Burien Wa and retained for 6 weeks.

Alternative System* Maintains and tests periodically, an alternative system in the event that computerized data or the primary source of information is unavailable.
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**References**

Standards for Blood Banks and Transfusion Services, Current Edition. American Association of Blood Banks, AABB Press, Bethesda MD

Information Technology in Transfusion Medicine, AABB Press, Current Edition