

OREGON DEPARTMENT OF CORRECTIONS
Operations Division
Health Services Section Policy and Procedure # P-D-01.4

SUBJECT: **Correctional Institution Pharmacy System (CIPS) COMPUTER ACCESS SECURITY POLICY**

POLICY: To protect access and provide security of the record when utilizing CIPS. This software package is currently used by the Oregon Department of Corrections for pharmacy applications as well as Computerized Practitioner Order Entry (CPOE).

REFERENCE: NCCHC Standard P-D-01
Oregon Board of Pharmacy Laws and Rules

DEFINITIONS: CIPS—Correctional Institution Pharmacy System
CPOE—Computerized Practitioner Order Entry

PROCEDURE:

Security of CIPS is multi-layered with several components, all of which must be in place for access to occur:

1. The State Data Center network (where CIPS is installed) offers protections against unauthorized public or private access.
2. Only authorized user may log onto any of the departments computers. Each user is required to have a unique username and password.
 - a. To become an authorized user, the potential user must read the ODOC rules/policies/procedures associated with the Confidentiality and Security Agreement (see attachment 1), and sign the user authorization form (see attachment 2).
3. The link to the CIPS application is restricted to Health Services staff, Medical/Behavior Health Service/Dental staff.
4. Access to the CIPS server is granted via Windows Terminal Service (TS). The user must be a member of domain group "TS CIPS REMOTE" to access CIPS.
5. Access to the CIPS program requires a unique username and password for each user.
6. Once in the program, all activity is logged based on the username and password.

Effective Date: _____

Review date: August 2014

Supersedes P&P dated: October 2013