ORGANIZATION NAME : Remediation Plan

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| **Date Identified** | **Identified by** | **Risk Level** | **Description of Issue** | **Plan of Remediation** | **Due Date** | **Completion Date** |
|  | SRA | Medium | Inadequate Asset Tracking | Complete Asset Tracking template |  |  |
|  | SRA | Medium | Failure to update Policies & Procedures | 1. Creation of Security Policy Manual
2. Update of Employee Handbook
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|  | SRA | High | Unstructured Guidance for daily tasks and duties within workflow | Creation of Role Based duties as it pertains to security rights and access to PHI |  |  |
|  | SRA | High | Unqualified, Uninformed, or lack of Security Officer | 1. Develop Security Officer Job Description
2. Name Security Officer
3. Provide Formal Staff Training on Security Protocols
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|  | SRA | Critical | Lack of Documentation for controlling user access | 1. Review of security access within EHR
2. Document security access by role
3. Formalize process for providing access to electronic systems
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|  | SRA | Medium | Inadequate procedures for evaluating user activity logs | 1. Formalize, regular reviews of audit logs for user activity
2. Activate P.S.A.C. feature
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|  | SRA | High | Unauthorized disclosure, loss, or theft; unauthorized access to information | 1. Investigating use of device locks and encryption
2. Email encryption software needed
3. Review access to electronic systems
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|  | SRA | Critical | Inadequate procedures for proper workstation and connected network device security | 1. Review Anti-virus and encryption
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|  | SRA | Medium | Inadequate Business Associate/Vendor Agreements | Contacting all vendors and getting agreement signed  |  |  |
|  | SRA | High | Failure to adopt a documented business contingency plan | 1. Reviewing current paper documentation, creating new documentation for patient workflow
2. Determine practice response to various types of disasters
3. Create staff education
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