Memorandum

Digital Medical Record System : Security Compliance Summary

System Name:	BossNet Digital Medical Record
Production Server Physical Location	Sunshine Campus Server Room
Backup Server Physical Location	Sunshine & Footscray Campus Server Room
Server rooms access	Server rooms are located in a restricted access area. Access to the server rooms are restricted to authorised staff employed by Western Health
Backups	Backups are conducted according to the Western Health Backup procedure with backup tapes stored off site. Data retrieval system has been tested and validated
Firewalls	Firewalls are maintained to prevent, detect and mitigate effects of computer viruses on data software.

System access
- Authorised individuals have their own unique username and password for system access. System access is only provide to those with a username and password.
- Generic Usernames are not used.
- Unauthorised individuals cannot gain access to patient records or data held on this computer system
- The SOP for handling the system and preventing unauthorised access are held by the IT department at Western Health

Policy and Guidelines for users
- The policy for users and acknowledgement of electronic signature appears as a pop option at first log in to the DMR system
- Users are asked to acknowledge the system by clicking 'accept' before proceeding.

Data
- Entries to the DMR are time, date and author stamped.
- Once this data is entered the information cannot be changed, corrected or altered by the author
- Incorrect entries can only be amended by a direct request to the DMR administrator. These changes can be tracked using the audit trail.

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- Direct data entry can only be made by individuals with a valid password who have authorisation for data entry
- An audit trail exists that tracks viewer access and data entry details for all users.
- This report is available as a snapshot for all users under, "view document history" or a detailed report can be generated on request from the DMR administrator.
- All original data entries have appropriate meta-data. This can be viewed by all users.

Electronic signatures

- The organisation considers entries made into the DMR to be an electronic signature and are the legally binding equivalent of a traditional handwritten signature.

Record retention and Inspection

- System can generate accurate and complete copies of records in human readable form and electronic form and are available for inspection and review by sponsors and regulatory bodies.
- Records will be held as per regulatory requirements
- In the event of software changes or upgrades historical data will be maintained by the institution and will be made available

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