

## Health Information Compliance Alert

### SECURITY TIP: PREPARE FOR A NEW CROP OF PORTABLE DEVICES

**Use this list to catch all the new devices in your facility**

A slew of new portable devices are sure to enter your organization in the coming months as your employees' holiday wishes are granted. Be sure your policies and procedures cover this expanded list of devices and gadgets--before it's too late, recommends **Frank Ruelas**, compliance officer for Gila River Health System in Sacaton, AZ.

--Data enabled cellular telephones

--USB drives (stick, jump, travel, swing, thumb, flash, pen)

--Digital and/or document cameras

--Digital video cameras

--Novelty USB drives (ink pens, watches)

--Digital camcorders

--Floppy diskettes

--Blackberry devices

--Personal electronic devices (PEDs)

--Compact discs (CD/R, CD/RW)

--Personal digital assistants (PDAs)

--DVDs (DVD/R, DVD/RW)

--Wireless handheld devices

--Jazz, zip or optical drives

--Portable media players (MP3, MP4)

--Portable hard drives

--Memory cards

--Storage elements (SAN Disk)

**THE BOTTOM LINE:** Teach your employees when and how it is appropriate to use their tech toys in your organization, Ruelas advises.

