



A Guide to Understanding Your Organization's Mobile Device Policies and Procedures



If you use a mobile device to view, send, or receive health information, you need to take steps to protect and secure the health information your patients entrust to you.

These tips can help you begin to comprehend your organization's mobile device policies and procedures:

1. **Learn your organization's policy about use of mobile devices.**
2. **Determine if your organization allows the use of personally owned mobile devices for work before you use it.**
3. **Install and activate security protections that will remotely wipe and/or disable your mobile device if it is lost or stolen.**
4. **Find out if your organization requires mobile device registration.**
5. **Get connected to your organization's virtual private network (VPN).**
6. **Identify your organization's limits on data storage.**
7. **Make sure you understand how often your organization requires you to back up health information from your mobile device to a secure server.**
8. **Determine if your organization requires you to enable remote-wiping and remote-disabling capabilities on your mobile device.**
9. **Attend your organization's mobile device privacy and security awareness training.**



Mobile Devices: Know the **RISKS**. Take the **STEPS**.
PROTECT & SECURE Health Information.
Find out more at HealthIT.gov/mobiledevices