

TeleSAFE IT Tools

Introduction

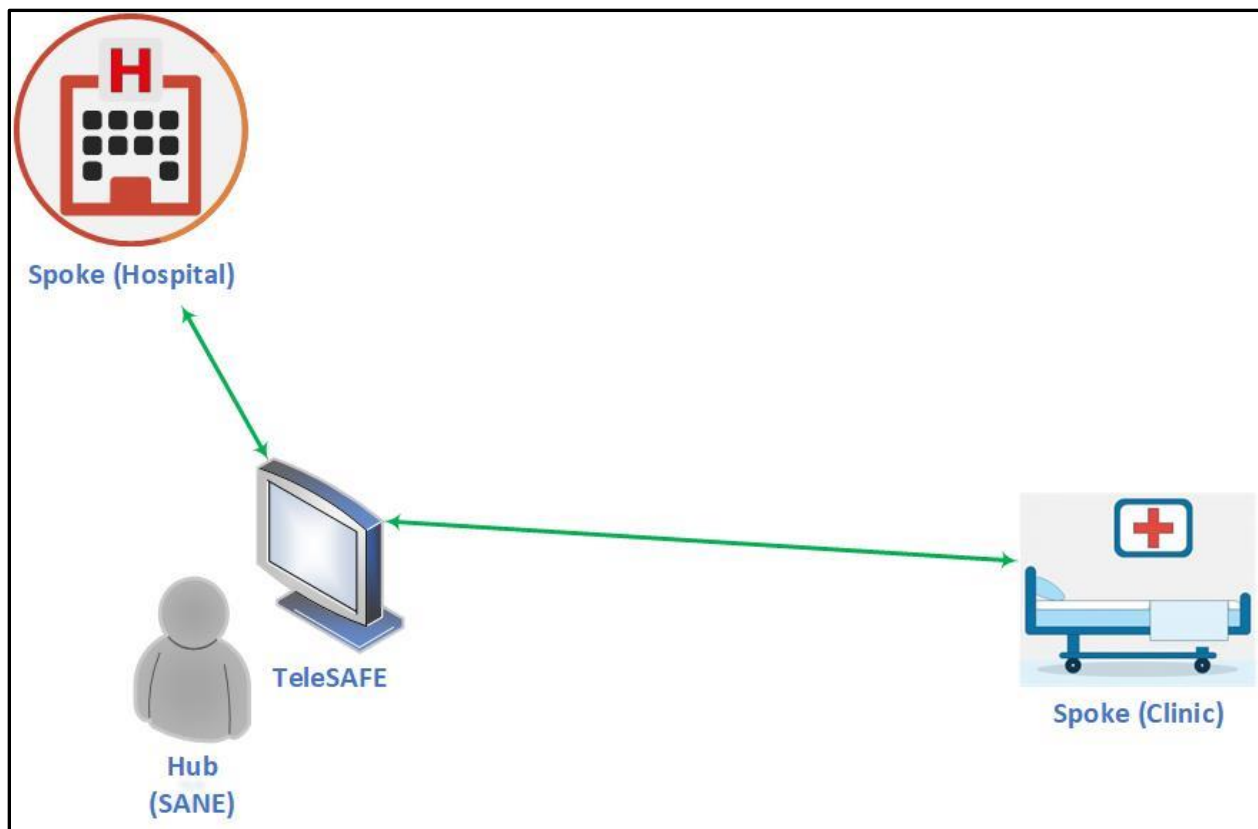
The Office for Victims of Crime (OVC) and the International Association of Forensic Nurses (IAFN) collaborated with tw-Security, a consulting firm specializing in healthcare information security and privacy to create the Information Technology (IT) Security Tools.

The IT Security Tools are for clinicians and hospital leaders who are considering or have already implemented a teleSAFE program. When providing patient care through the use of telehealth technology, it is imperative to partner with experts in IT Security.

The goal of the IT Security Tools is to provide information to support the implementation of telecommunication technology that meets HIPAA and HITECH privacy and security requirements, allows for a quality patient experience, and meets the provider's needs.

With internet service and properly secured telecommunications, teleSAFE sessions can be conducted from anywhere to anywhere.

To standardize communication, this document refers to clinical locations as either **hub** or **spoke** sites. The **hub** is the site where the experienced clinician is assisting with the exam remotely. The **spoke** is the site where the clinician is conducting the exam in real-time with the patient.



TeleSAFE IT Tools

The term **consultation** refers to the interaction of the hub clinician with the spoke clinician during the exam of the patient. The consultation occurs with informed consent from the patient.

The teleSAFE IT Tools consist of a set of IT policy and procedure recommendations:

- Informed Consent for Photography
- Patient Consent for Photography
- Storage and Release of Clinical Photographic Images
- Sharing of TeleSAFE Exam Photography
- Technology Compliance, Privacy, and Security

In addition, four instructional videos provide important information and instruction on establishing a secure teleSAFE process.

Introduction to TeleSAFE IT Tools (Video Module 1)

Video Module 1 provides an introduction to the documents and videos comprising the teleSAFE IT Tools.

How to Use the Vendor Evaluation Tool (Video Module 2)

This video introduces the *Vendor Evaluation Checklist Tool*, consisting of checklists ensuring the hardware, software, and operational requirements for computer workstations and laptops used for teleSAFE technology are equipped with the appropriate privacy and security components. The Vendor Evaluation Checklist tool provides visual scorecards and metrics to identify gaps, requiring remediation before fully implementing teleSAFE technology.

TeleSAFE Computer Requirements and Checklist (Video Module 2)

This tool provides a checklist to ensure that the hardware, software, and operational requirements for the computer workstations and laptops used for teleSAFE technology are equipped with the required privacy and security components.

TeleSAFE Vendor Evaluation Metrics (Video Module 2)

These metrics, driven by the *vendor evaluation checklist*, illustrate an at-a-glance color-coded risk level comparison of the vendor products.

TeleSAFE Computer Checklist Metrics (Video Module 2)

These metrics, driven by the *computer requirements checklist*, provide an at-a-glance comparison of computer hardware, software, and operational components.

TeleSAFE IT Tools

Clinician checklist for teleSAFE Technology

This is an interactive fillable checklist of privacy and security operational standards regarding the technology equipment being used by clinicians conducting teleSAFE exams.

Understanding Encryption and Hashing (Video Module 3)

This section will define and illustrate the importance of encryption and hashing to protect the confidentiality and integrity of digital data.

Securing TeleSAFE Photography Part 1 and Part 2 (Video Module 4)

The last of the videos provide instructions for securing digital SANE photos in situations where commercial photo processing solutions are cost-prohibitive or otherwise unavailable.

The teleSAFE IT Tools equip hospitals and clinics with the proper knowledge to successfully implement secure teleSAFE programs supporting the needs of the patients served.