

Checklist for Clinicians using TeleSAFE Technology

Background:

TeleSAFE sessions involve a hub or TeleSAFE / SANE professional advising a clinician who is conducting a sexual assault medical forensic examination of a patient. The TeleSafe technology connection requires both hub and spoke clinicians adhere to a set of technology and operational standards to ensure privacy and security of the patient during the exam.

Instructions:

Have the clinician complete this fillable PDF or print out the form and mark answers to the questions. Green shaded answers are the necessary controls or practices. Answers shaded in red must be remediated.

Questions	Yes	No	Comments
Is the computer used for the TeleSAFE session company owned and not personally owned?			<i>Personally owned computers must meet all requirements on this page</i>
Does the computer require logging onto it with a username and password ?			<i>Username and passwords can prevent unauthorized access</i>
Is the computer running a version of Windows still supported by Microsoft?			<i>See footnote at end</i>
Is the computer running current version of anti-virus software ?			<i>Check with IT resources to confirm</i>
Are software updates applied regularly to Windows to patch security vulnerabilities?			<i>Check with IT resources to confirm</i>
Is the internal hard drive of the workstation or laptop encrypted ?			<i>Check with IT resources to confirm</i>
If the computer connects via a wireless network , does the network require a password to join it?			<i>Home wireless networks usually require joining via password</i>
Is everyone else prohibited from using the TeleSAFE computer?			
Is the computer located in a room that prevents eavesdropping of conversations?			
Is the computer located in a room that has a locking door to keep live TeleSAFE sessions private?			
Are voice activated personal assistants such as Alexa, Siri or Apple Watch disabled if in the area?			
Are TeleSAFE sessions and SANE photo processing performed on separate and distinct computers ?			

*Google "How do I identify the version of Windows running." Then Google "end of life <insert version of Windows>"