



Policy and Procedure: HIPAA/HITECH Compliance

Topic: *Software Installation*

Policy Purpose:

The purpose of this policy is to minimize the risk of loss of program functionality, the exposure of sensitive information contained within **Saratoga Bridges** computing network, the risk of introducing malware, and the legal exposure of running unlicensed software.

This policy covers all computers, servers, PDAs, smartphones, or other computing devices operating within **Saratoga Bridges**.

Policy Description / Responsibilities:

Employees may not install software on **Saratoga Bridges** computing devices operated within the **Saratoga Bridges** network. Software requests must first be approved by the requester's manager and then be made to the IT department in writing or via email. Software must be selected from an approved software list maintained by the IT department, unless no selection on the list meets the requester's need. The IT department will obtain and track the licenses, test new software for conflict and compatibility, and perform the installation.