



 Winson Memorial Hospital We Care For You	<u>Effective Date</u>		
	June 2007		
	<u>Number</u> CP 005	<u>Replaces Policy</u> NEW	
<u>Title</u> Virtual Private Networks (VPN)	<u>Date Revised</u> June 2007	<u>Date Reviewed</u>	<u>Next Scheduled Review Date</u> June 2010
<u>Signature</u> _____	<u>Scope of Responsibility</u> Compliance		
Chief Privacy Officer			

INTENT: To provide a process to assure that VPN (Virtual Private Network) connections are properly authorized to be established and controlled and managed appropriately.

PROCEDURE:

All requests to establish a VPN (Virtual Private Network) connection will be cleared through the department manager for the department that will benefit from the VPN. Requests to establish a VPN connection should be sent to the chief Financial Officer by the Department Head requesting the connection. A form is provided (see attached) The Department head should complete what information he or she can on the form and make sure a business agreement is on file in Administration with that company or person before submitting the request.

The CFO will sign the form indicating authorization to proceed and forward the original form to MBT (Medicine Bow Technologies).

An MBT representative will make contact with the company or person to work out technical details, establish the VPN and maintain the authorization form and maintain a control listing of all authorized VPNs. MBT will work with the department head to complete the connection and notify the company or person once the connection is established.

Policy:
Policy Number:

Business Name: _____

Business Address: _____

Contact Person: _____
_____ (name) phone # email

Technical Person: _____
_____ (name) phone # email

IMH Contact Person _____

Reason for request _____

Type of VPN (check one): _____ Remote Access _____ LAN-LAN

Name of Target Host and/or Host Application: _____

(Department Head Authorization Signature)
Application)

(Date of

Approved

Disapproved

Expalination: _____

Chief Financial Officer Date

Connection completed, VPN established and added to control list and department head notified.

MBT Representative Date