

BHS Policies and Procedures



City and County of San Francisco
Department of Public Health
San Francisco Health Network
BEHAVIORAL HEALTH SERVICES

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POLICY/PROCEDURE REGARDING: **Behavioral Health Services Contracted Provider Anti-Virus Software Policy**

Approved By: Hillary Kunins; MD, MPH
Director of Behavioral Health Services

Effective Date: May 4, 2021

Manual Number: 6.00-07

References: DHCS SUD State-County Contract #14-90096
Exhibit G-3, Attachment A,
Provision 2

New Policy

Purpose: To establish policies and guidelines related to installing and maintaining anti-virus software for Behavioral Health Services (BHS) Contracted Providers.

Scope: This policy applies to all BHS Contracted Providers who access the BHS Electronic Health Record (EHR) on any device not owned and maintained by DPH IT.

Policy: All workstations, laptops, and other systems that store or access Protected Health Information (PHI) or Personal Information (PI) must install and actively use comprehensive anti-virus software with automatic updates scheduled at least daily.

Contact Person:

Ambulatory Care Applications Manager, 415 255-3566

Distribution:

BHS Policies and Procedures are distributed by the Behavioral Health Services Compliance Office

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