UNC | ADAMS SCHOOL OF DENTISTRY
Computing and Information Systems

September/October 2019

OUCH! NEWSLETTER

Scamming You Through Social Media

We receive a lot of phishing emails at the UNC Adams School of Dentistry. These emails look legitimate, such as from your bank, a vendor you are working with, or your boss.

These emails are an attempt to pressure or trick you into opening an infected email attachment, sharing your password, or transferring money.

The more savvy we become at spotting and stopping these email attacks, the more cyber criminals try other ways of contacting and scamming us. **Read more about phishing emails here.**

Staying Secure

It is not easy to keep a computing device and information secure, especially in a healthcare environment where we manage PHI and SI.

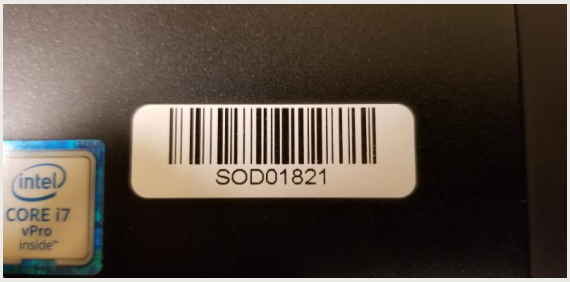
Individuals and IT personnel must work together to implement the best practices to keep computing devices and information safeguarded.

US DHHS Office of Civil Rights in Action

Medical Informatics Engineering, Inc. (MIE) has paid **$100,000** and has agreed take corrective action to settle potential violations of HIPAA Privacy and Security Rules. MIE provides software and electronic medical record services to healthcare providers.

In 2015 MIE discovered that hackers used a compromised user ID and password to access the electronic protected health information (ePHI) of approximately **3.5 million people**. An investigation revealed that MIE did not conduct a comprehensive risk analysis prior to the breach.

Laptop Encryption Status



It is not enough for your laptop to be encrypted, we must have documentation and proof of encryption in the event your laptop is lost or stolen.

OCIS is responsible for keeping documentation on the encryption and security of all laptops accessing patient data.

If your laptop does not have a tag like the

How can this be accomplished?

There are 4 simple steps that you can initiate today:

1. Use common sense on emails that are suspicious.
2. Make passwords complex and unique. If you need help, utilize a password manager.
3. Keep your system current on patches and anti-virus to mitigate vulnerabilities.
4. Backup your data regularly.

Read more about keeping your information secure here.

Security Awareness Training Test Requirement

All UNC-CH health affairs schools have a **new IT Security Awareness training** , accessible via SelfService on ConnectCarolina. This training **replaces** all old security awareness training. *Even if you have taken the old training, you will need to complete the new training when contacted by the University's ITS.*

When it is time to take the new training, you will receive an email from Information Technology Services with the subject "Security Awareness Training" and a return address of noreply@unc.edu. Instructions will be included in the email.

Questions? Contact the ITS Service Deck at (919) 962-4357.

one above, we may not have a record of it. Please bring your laptop to OCIS immediately for a laptop security check.

REMEMBER: If you have an unencrypted laptop or unencrypted USB flash drive and are using it at the school, contact OCIS as soon as possible!

Failure to do so is a violation of HIPAA and University policy.

Phishing

Please forward any phishing messages that you encounter **as an attachment** to **phish@unc.edu**.

To check and see if you have a suspected phishing email, go to **its.unc.edu/phish-alerts/.**

For an explanation of how to forward an email as an attachment **please read the following article on help.unc.edu.**

To learn how to better spot phishing, click here.

Change to 1-Year Passwords

The University announced a move to 1-year Onyen passwords effective May 13. You will change to a 1-year password the next time your password comes up for renewal on your current cycle.

What to expect

Passwords **cannot**:

- Contain common words or phrases linked to UNC (no more references to Carolina, UNC, Tar Heels or your Onyen)
- Be reused for four years
- Include strings from your previous password (Ex: password1# changing to password2#)
- Be in a database of previously hacked passwords

User interface changes

When you change your password, a

Two-Step Authentication

2-Step for Office 365 is now at the UNC-CH Adams School of Dentistry. If you are having any problems with your 2-step, please contact OCIS or ITS. To set up your 2-step, go to **https://its.unc.edu/2-step/**.

How to Create a Secure Password

Your password is your defense against cyber-criminals. It is important that you choose a long and strong password that cannot be easily cracked. This is especially important for in health care environments like the School of Dentistry.

Click here for the OCIS recommended guidelines for choosing an effective password.

strength meter will give you an indication of how strong your password is. **Click here for more details.**

Password Managers

A password manager helps to generate and retrieve complex passwords, potentially storing such passwords in an encrypted database or calculating them on demand.

When selecting a password manager for your use, **the UNC-CH Information Security Office recommends you use password managers from well known and established companies.**

HIPAA Security Incident Update

The School of Dentistry has gone **10** days since the last reported HIPAA security incident.
Please stay vigilant!

OUCH! Archives
Click here for prior issues and topics.

Security Awareness Tip of the Day

Remember, it is your personal responsibility to protect patient data (e.g., electronic Protected Health Information) on laptop computers and portable media devices (e.g., CD/DVDs, USB keys, USB drives and SD cards). In all cases, patient data can never be stored on a portable computing or media storage device unless it has been inventoried, encrypted and approved by OCIS.

Contact Us

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For More Information

Adams School of Dentistry Policies | UNC-CH Policies | What is Sensitive Information?

The Office of Computing & Information Systems (OCIS)
(919) 537-3500
OCIS-Help@unc.edu
http://bit.ly/UNC-OCIS

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