

# BYOD Registration Form

Device Owner Name: \_\_\_\_\_

Date: \_\_\_\_\_

Device Description: \_\_\_\_\_

I will be using this personal device within my work duties and my device may or may not come into contact with Protected Health Information (PHI) and be a source for safety and security issues regarding our clients. To mitigate unethical or unsecure behavior, I am registering my device and making sure it meets the security standards set by

\_\_\_\_\_ *practice name*

An audit of the device's security measures has been performed, and is documented below.

Name of auditor: \_\_\_\_\_

Primary Intended Use\*: \_\_\_\_\_

\*e.g. such as accessing practice services (i.e. email, practice management system, e-fax, VoIP app, etc.,) or performing practice functions (i.e. calling or texting with clients, taking photos of insurance cards/client info, creating and/or storing documentation/records.)

Operating Software Version: \_\_\_\_\_ Most Recent Version?:      Y      N

Technical Measures (if the technical measure is not applicable to your device, check N/A):

- |  |                              |
|--|------------------------------|
| <input type="checkbox"/> Encrypted (full device)           | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Antivirus Active                  | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Firewall Active                   | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Password is strong                | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Set to log out after idle time    | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Tracking software is active       | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Has a user account just for doing | <input type="checkbox"/> N/A |

\_\_\_\_\_ business  
*practice name*

This device has not yet accessed practice systems. (Skip the box below).

This device has accessed practice systems. (Please see below box)

I have checked this device for locally stored PHI, have uploaded all PHI to practice-owned cloud services and securely deleted all PHI from this device's local storage.

I have checked the device for locally stored PHI and confirm there is no PHI locally stored on this device.

Backup Strategy For This Device:  
(or explain why it's not needed):

\_\_\_\_\_

The device, as described above, currently satisfies the requirements of

\_\_\_\_\_ 's  
*practice name*

policies and procedures, including the Bring Your Own Device Policy:            Y            N

If, at a later date, this device will no longer be used in a clinical setting, this device will need to be properly retired from use. This retirement process may include properly removing and verifying that no sensitive information still is held in the device.

I agree to comply with the policies and procedures of \_\_\_\_\_  
*practice name*

with regards to this device, including the Bring Your Own Device Policy. I have read the Bring Your Own Device Policy and understand its contents.

Signature of Device Owner: \_\_\_\_\_