

Computer Inventory

- How many computers are in the office (personal computers, servers, laptops, handhelds)?

- Prepare a list of List each computer, its location, the staff member(s) that use that computer, and the type of operating system each is running (i.e., Windows 98, Windows XP, Mac OS X, Linux, Unix, etc.)

1. Passwords

- Does each computer have a password required to “log on” or operate the PC?
 Yes No Don't know
- Are each of the passwords unique to each user? Yes No Don't know
- Who keeps a “master list” of the system passwords? _____
- Is this “master list” stored in a secure location? Yes No Don't know
Where? _____
- Does your billing software have a unique password for each user who operates your billing program?
 Yes No Don't know
- Are your computers set to use screensavers that activate within 5 to 10 minutes and require a password to log back on?
 Yes No Don't know
- Do you change your passwords on a frequent basis (e.g., every 3 months)?
 Yes No Don't know
- When was the last time system passwords were changed?
___/___/___ Don't know
Who is responsible for assigning and maintaining passwords?

2. Viruses -

- Do you have anti-virus software installed on each PC?
 Yes No Don't know
- Are your software virus definitions up to date? Yes No Don't know
- Is your anti-virus software configured to scan all incoming e-mails, downloaded files, and new files?
 Yes No Don't know
- When was the last time your systems were scanned for viruses?
___/___/___ Don't know
- Is your system scheduled to perform routine scanning of your system files (nightly, weekly, etc.) Yes No Don't know
If Yes, how often? _____

3. Firewalls

- Is your office computer network connected to the internet via a broadband (high-speed) internet connection (cable, DSL, ISDN, or T-1)? Cable DSL ISDN T-1 Don't know
- Do you have a static or dynamic IP address for your connection?
 Static Dynamic Don't know
- Does your network router (device that connects your high-speed connection) to your network have filters and built-in security checks to prevent unauthorized access into your system?
 Yes No Don't know
- Do you have a firewall device between your high-speed internet connection and your network? Yes No Don't know
- Have you recently checked the vulnerability of your network connections?
 Yes No Don't know
- When was the last time you performed a network vulnerability study?
___/___/___ Don't know

5. E-mail -

- Do you use e-mail internally in the office?
 Yes No Don't know
- Does your e-mail require a password to read, send, and view messages?
 Yes No Don't know
- Do your outgoing e-mail messages include a confidentiality disclaimer?
 Yes No Don't know

6. File protection -

- Are "sensitive" files on your computers protected with a password?
 Yes No Don't know

7. Software security patches

- Are your operating systems (Windows, Mac OS) current with the latest security patches and updates from the software developer?
 Yes No Don't know
- When was the last time you performed an operating system update?
___/___/___ Don't know
- Are your PCs set to automatically notify you when new updates are available?
 Yes No Don't know

8. Wireless networks

- Do any of your computer systems utilize wireless network connectivity devices?
 Yes No Don't know

- Do you utilize unique channel and SSI settings for your wireless devices in your office?
 Yes No Don't know

9. Data Backups

- Do you regularly backup critical files in your office (billing system files, accounting information, correspondence, scanned/archived data)?
 Yes No Don't know
- How often are backups performed?
 Daily Weekly Monthly Don't know
- Do you regularly verify the data on your backups to ensure that the backups occurred accurately?
 Yes No Don't know
- Are backup tapes stored off the premises?
 Yes No Don't know
- Who brings the backup devices offsite?

10. Network Sharing

- Do you share network resources (e.g., folders on individual PCs or through a network file server)?
 Yes No Don't know
- Are confidential files (payroll information, practice financial information) available to all users on the network?
 Yes No Don't know
- Are the shared computer files that contain "sensitive" practice information password protected?
 Yes No Don't know
- Do you regularly scan all PCs that are connected to your shared network resources for viruses?
 Yes No Don't know

11. Software licenses

- Does each computer have it's own licensed operating system (i.e., does each computer have a legitimate copy of the operating system installed on it)?
 Yes No Don't know
- Does each computer have an individually-licensed copy of the software you use (office suite programs, scanning software, contact managers typesetting programs, etc.)?
 Yes No Don't know

If you answered "no" or "don't know" to any of these security issues, it is time to begin putting a plan together to fix your deficiencies. Tackle one item at a time, and reassess your computer systems on quarterly or semi-annual basis. Keep a log of your security monitoring activities.