

DOCUMENTATION and HELP for IT apps and issues

Onboarding and medical record (EPIC) access issues, especially for new people:

- Transitioning physicians (e.g. resident to attending), see <https://stanfordmedicine.box.com/s/cyac6yl49ifhjo5q5aotdbwknfgu6nla>
- Other new people, see <https://stanfordmedicine.box.com/s/wpmip84chp0oqemjk0blhjyfm03je>

Security:

- Physicians and all others who work with high risk data must **encrypt all devices used for any Stanford work**; they must **attest** to which devices they use for what work; and **attestations and devices must always match**.
(<https://med.stanford.edu/irt/security/help/faq-main/securityfaq.html>)
 - Encrypt mobile devices with **Workspace ONE** for Android or **Jamf** for iOS/iPadOS: <https://uit.stanford.edu/service/mobiledevice/management> ("MDM"). (MDM will also install a catalog of useful Stanford apps!)
 - Encrypt computers with **BigFix** and **SWDE**: <https://uit.stanford.edu/guide/encrypt/config>
 - Attest and update attestations at <https://amie.stanford.edu/attestation>
 - BigFix and/or Jamf for Macs will prompt to install vital additional security: you can always confirm with Natasha or SOM IT before accepting.
- Review Compliance status at <https://amie.stanford.edu/datasecurity/amie/>
 - Problems? Before you start changing anything, review this <https://med.stanford.edu/irt/security/help/compliance-issue.html> and/or contact Natasha or SOM IT
 - For more help solving BigFix issues, see <https://stanfordmedicine.box.com/s/gvy7als3wo6oth45alp2x8pg45dkx41c>
- **SUNet ID and Email security**: All activity and email must happen on verifiably encrypted devices. **You must use your Stanford email for all Stanford work and it may not be forwarded!**
 - See also onboarding documents linked above.

- If you have a sponsored SUNet ID, please also review <https://stanfordmedicine.box.com/s/djiw7jezdr9ximc28jihwkahv2cnpod3>

Phone help (including **MDM, Duo, Haiku/Canto** mobile EPIC, **Voalte**, & **SPOK paging**):

- Setting up your first phone at Stanford:
<https://stanfordmedicine.box.com/s/inxghsqegky7v1n8hdcn9eeci04wpdpi>
- Transitioning to a new iPhone
<https://stanfordmedicine.box.com/s/df9w6wzyvl4fugaxcnh36mlc8tsk7j0v>

Data Storage & Collaboration (Google, Box, etc.)

- Box:
 - Currently, Stanford Medicine Box is the only free cloud storage option which is authorized for ALL data types. Requires encrypted device and installation of Box tools for computers or special app for phones. See <https://med.stanford.edu/box.html>
 - Stanford Med Box is shared between the hospitals and the School of Medicine
 - The University is retiring a **separate** Box instance which is **not** the same as Stanford Med Box and **not** appropriate for SOM users.
- Google Drive & other google services:
 - SOM employees may not use google mail for work of any kind.
 - The contractual situation is currently complex but using or storing PHI is not generally allowed.

Conferencing:

- Preferred application: <https://uit.stanford.edu/service/zoom>
- Instructions for Anes conference room:
<https://stanfordmedicine.box.com/s/pzmfpo26n6quyxaagttgfczyrla95lpi>
- Instructions for Anes library display:
<https://stanfordmedicine.box.com/s/oe5xm16n5n8mtcfafgwtgcgknhqcwplm>

Slack:

- Setting up profile, status, etc.:
<https://stanfordmedicine.box.com/s/9u3850qnke2cjew7bfcqoxhjjyz9rmiv>

HIPAA at Stanford:

- Policy and guidelines at <https://privacy.stanford.edu/>
- Training is self-service: please go to axess.stanford.edu, STARS, and search for "Privacy." If you encounter difficulties with the training, please contact hipaatraining@stanford.edu and copy me.

General Application & Computer Help:

- Natasha is onsite several days per week and available via Zoom, Slack, email etc. when not physically present.
- Otherwise, submit a ticket or schedule an appointment at one of the tech bars: <https://tdshelp.stanford.edu/>.
- For help with our "kiosk" workstations, please send an email to anes-kiosk-help@lists.stanford.edu