

Xythos and ePHI

Xythos provides a collaborative work area for your data. By default, our installation of Xythos provides both secure data transmission and backup for disaster recovery. Xythos is suitable for use with ePHI (or other confidential data) if you follow the procedures below.

To use Xythos with ePHI, you must (1) request that your data be stored in the **encrypted area**, (2) enable '**File Versioning**', (3) enable '**File Logging**' on a per document basis and (4) change the defaults in "**Issue Tickets**" so that you identify your collaborators and provide them with a password. You will also need to have (5) an **Access Report** run that shows disclosure to others of your data before all your data is deleted. **These five actions are required to comply with HIPAA and are not optional.**

Request for Encrypted Storage

Xythos has both an unencrypted area and an encrypted area to store data. During your account set up process, you will receive an e-mail asking if you will be storing confidential data. You must respond that you will be using this for confidential data.

If your account was not set-up for confidential data, you must e-mail a request to the [Xythos system administrator](#) to change the storage area so that your data will be stored in the encrypted area.

File Versioning

The Versioning function is an effective way to keep track of the changes made to any file. (See the online HELP file within Xythos for other information about Versioning.)

Turn Versioning on for a file

1. Navigate to the **Document Manager** screen.
2. Navigate to the file for which you wish to turn on versioning.
3. **Right-Click** the selected file and then click the **Manage -> Versioning** option.
- OR -
On the **Manage** screen, select the **Versioning** link.
4. Use the **Enable Versioning button** to turn versioning on.
5. Click the **Exit** button to exit the Versioning screen.

File Logging

The Logging option allows you to keep a record of who accesses your files and when they do so. The current Logging status of a file, *on* or *off*, can be seen in the file's **Summary/Manage** screen.

When an action is performed against a file, an entry is added to the log history including:

- The user who performed the action
- The type of action performed
- The date and time the action occurred
- The IP Address of the machine from where the action occurred

Actions include but are not limited to users viewing or editing the file, permission changes, and file comments that are added, edited, or deleted. (See the online HELP file within Xythos for other information about File logging.)

Turn logging on or to view a history of file access

1. Navigate to the **Document Manager** screen.
2. Navigate to the file for which you wish to turn on logging.
3. **Right Click** the selected file, and then click the **Manage -> Logging** option.
- OR -
4. On the **Manage** screen, select the **Logging** link.
5. Within the **Logging** screen, click the **Enable Logging** button.
6. Click the **Exit** button to exit the Logging screen.

The Logging screen displays the history of who has accessed the file for the time period in which Logging is On. Note that a logging history can only be applied to files, not to folders.

Issuing Tickets

To issue a ticket for a document containing ePHI, name your ticket to identify to whom you are sending the ticket, define the permissions you are granting your collaborator, set a lifetime for the ticket, and enable a password (the dialog box may say 'optional', but for ePHI, it's NOT optional, See the online HELP file within Xythos for other information about Tickets.)

During the creation of a new ticket, the file or folder's **Permissions** screen is updated with the new permissions.

1. On the **Document Manager** screen, **Right-Click** the selected file or folder, and then click the **Manage -> Tickets** option.
- OR -
On the **Manage** screen, select the **Tickets** link.
2. Click the **New Ticket** button.
3. A new window will appear with default ticket values. You modify the following:
 - o Name – change this to the name the collaborator to whom you are e-mailing the ticket (must be an individual, not an organization or group)
 - o Permissions (choose read only or read-write-delete)
 - o Lifetime (specify how long you want the ticket to be valid)
 - o Password (use a strong password – you must tell your collaborator the password by means other than the ticket itself)

When you are satisfied with the values, click **Ok** to create the ticket.

Access Report

You should always have a report run that details the disclosure of that ePHI, for your records, before you delete the document. You will need to keep that report at least three years. Contact the [Xythos system administrator](#) to run that report.

Refer to the Xythos on-line help that specific to your question by clicking the Help icon while logged in.