Sharp HealthCare's 2018 Compliance Education

Staying Vigilant Against Today's Cybersecurity Threats

Information Security Module 4





Ripped from the Headlines



In 2015 and 2016, the healthcare industry was a major target for attack.



In 2017, the trend intensified.





Responding to Today's Cybersecurity Threats

We all have a responsibility to protect Sharp's data, including:

- Protected health information (PHI)
- Personally identifiable information (PII) and
- Financial information, such as credit card or bank account information.

However, the bad guys have stepped up their efforts to steal this valuable information.

How can you play a part in protecting patient data?



Stay Vigilant and Alert

Everyday, you can make good choices so as to protect our patients' data and keep Sharp secure.

We all must stay alert to common threats that can lead to a compromise or breach such as:

- Responding to phishing emails
- Unintentional disclosures
- Mobile device loss and theft

What can **you** do to avoid being compromised?



Be Alert to Phishing Scams

Phishing (pronounced "fishing") is a social engineering scam often used to steal information.

It typically involves an email and phony websites that trick you into sharing sensitive information such as your user ID, password, or financial information.



Phishing is very often the first step in breaching an organization's defenses.

Be Alert to Phishing Scams

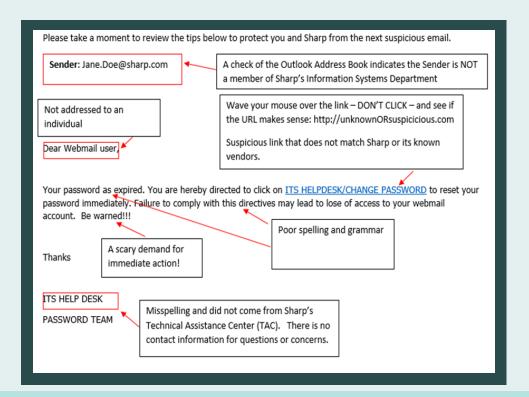
Phishing attacks are becoming more and more sophisticated

- At first glance, an email or website may look legitimate.
- An email may even appear to be from someone you know.
- As a result, people are easily tricked and fall victim to the scam.



How can you avoid becoming a victim of phishing?

Learn How to Recognize Phishing Attempts



Clues on How to Spot a Fraudulent Email:

- An unknown/unexpected or suspicious sender—all external senders will be tagged [External Sender]
- Appears to come from a legitimate organization, but the "From" sender address does not match the organization or department
- Not personalized to a specific recipient
- Suspicious or urgent content
- Asks for sensitive information such as Sharp login credentials
- Poor spelling or grammar
- · Suspicious links or attachments



Additional Signs of Phishing

Pay careful attention to any website links in emails as an indication of phishing.

IT Scheduled Maintenance - Tuesday, January 19th - 2016

Who is impacted: All staff/User

Description: Mailbox Maintenance Schedule

We have detected that you are using an outdated version of your Outlook Web Mailbox. While your data is still secure within the Portal, This exposes you to other serious security vulnerabilities, and also may cause certain features not to function or display correctly. We strongly recommend upgrading your Outlook Web Mailbox to 2016 at this time.

Click Here to Upgrade Now

Embedded website link

Mail Service Team.



Additional Signs of Phishing

By hovering your mouse over the link, you can see that this is a suspicious website.

Do not click!

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Click Here to Upgrade Now

Marning!

Don't Click!!

How to Respond to a Phishing Email

Suggested Actions:

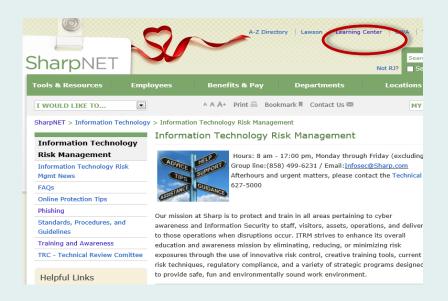
If you are using Microsoft Outlook 2016, you have a "Report A Phish" button installed on your quick access toolbar. Simply highlight the suspected phishing email in your inbox and click the "Report A Phish" button and it will be sent to our IT Risk Management team.



If you don't have the button installed, you should still forward the email in question to the Information Technology Risk Management (ITRM) team at: phishing@sharp.com. Highlight the message in your inbox, then press CTRL + ALT + F. This will send the email to ITRM as an attachment complete with headers so that we can do a thorough investigation into the matter and take any corrective actions necessary.

Additional Security Tips

For more information on how to evaluate and respond to phishing, please the IT Risk Management page on SharpNET.



For more in depth training log into the learning center on Sharpnet and search ITRM. We have compiled 29 new modules to help Sharp employees protect information both at work and at home.

Topics Include:

Phishing, Ransomware, Email Security, Travel Security, Web Browsing, Social Networking, and much, much more.....



An unintentional disclosure occurs when a wellintentioned Sharp employee mishandles sensitive information by:

- Sending sensitive information unencrypted or to the wrong email recipient
- 2. Sending sensitive information without knowing it was included in the email or within an attachment (e.g. hidden rows or columns in spreadsheets)
- 3. Allowing your computer screen or mobile device to be seen by unauthorized individuals while you have sensitive information displayed



Suggested Actions:

If you are using Microsoft Outlook 2016, you have a "Secure Email" button installed on your quick access toolbar. Simply compose your email as you normally would then just click the "Secure Email" button and your email will be sent encrypted to the recipient. **Note:** This button only encrypts emails leaving the Sharp network to external recipients.





If you don't have the button installed, or you are using the Outlook Web Application (OWA) version, you can still send emails securely by typing [send secure] in the subject line of the email. Just as with the "Secure Email" button, only emails leaving the Sharp network will be encrypted using this method.





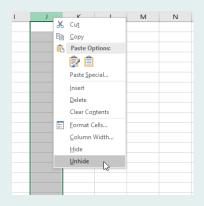
Suggested Actions:

Always double check documents you are sending via email to ensure they only contain information needed by the recipient for a valid business reason.

"Unhide" columns and rows in spreadsheets and templates to validate there isn't residual / hidden data that isn't intended to be read by your recipient.











Protect your computer screen from being viewed by unauthorized individuals. Never leave sensitive information up on your screen when you walk away.

To lock your screen quickly, simply press the Windows logo key and "L" at the same time and your screen will lock.



If you don't have a Windows logo key on your keyboard, press Ctrl + Alt + Delete simultaneously and you can select to lock your screen manually.





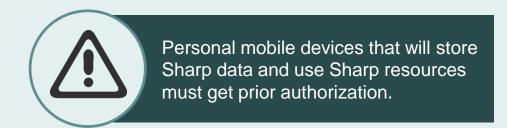


Protect Your Mobile Devices

Mobile devices are transforming how we interact with our patients and business partners. If proper precautions are not taken, it could potentially result in exposing sensitive information.



- Laptops
- Mobile Phones
- Tablets



What are some ways to reduce the risk of exposure when using a mobile device?

Portable Clinical Devices







Clinical devices often use a mobile platform (laptop/tablet) to run the device's software.

These mobile platforms should be reviewed by Sharp's Technology Review Committee (TRC) before being used in our facilities to ensure they have minimum security safeguards enabled.

You should also ensure they are physically secured so as to prevent theft or accidental loss.

TRC Information: http://sharpnet.sharp.com/is/informationSecurity/TRC.cfm



Additional Guidance for Personal Mobile Devices

Here are some additional tips to help secure your personal devices and minimize the risk of theft or loss:

- Never leave your personal device unattended
- Password-protect your personal device with a PIN
- Configure the lock screen feature to come on after a short period of inactivity
- Keep your mobile device software up to date

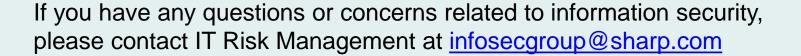




Need More Help?

Please contact the Technical Assistance Center at (858) 627-5000 if you experience the following:

- Lose your mobile device with Sharp data
- Click or open something malicious
- Fear your computer is infected with a virus



Exit Instructions:

We hope this course has been informative and helpful.

Next Steps:

Click on the "X" (close button) in the upper right hand corner of the screen when you are ready to complete the requirements for this course.