

Titan FTP Server and WebDrive Quick Start Guide for HIPAA Security Compliance

WebDrive and Titan FTP Server work to satisfy the Security Standard mandated by HIPAA. Titan FTP Server provides the security and performance that HIPAA demands with easy and precise configuration commands.



Step 1: Install Titan FTP Server on your server. Titan features **SSL 128-bit encryption** for the secure transfer of data required by HIPAA.

Step 2: To comply with HIPAA's requirement to **implement information access control** and for **security configuration management**, use the wizard driven setup and select the following configurations when setting up the server:

- Set the connection to *timeout* after a selected amount of minutes from the time of the user's last activity to prevent unauthorized viewing of confidential patient records.
- Set the *Disable the account after a chosen number of incorrect password entries* to prevent authorized access to patient data.
- Create *User groups* to grant permissions on a group basis allowing users' access only to data that they are authorized to view.
- Select *OPT S/Key MD4 or S/Key MD5 password type*.
- Enable *Lock user in home directory* restricting their access to directories other than their own.
- De-select *Enable anonymous access* to require all users to logon with their username and password
- Enable *128-bit SSL security and SFTP* on the server. SFTP produces a higher level of security by leaving less "holes" in your corporate firewall for unauthorized users to penetrate.
- Select *Require all connections to be secure* directing the server to refuse non-encrypted communication attempts.
- Enable *Logging to file* on the Logging tab. The log will produce an audit trail displaying the user id, the date and time of activity and the activity performed. This will satisfy HIPAA's mandate for **Internal Audit**.

Step 3: To comply with the HIPAA requirement for **Termination procedures**:

- Disable the user's account by de-selecting *Account enabled* on the User's General tab. The user will be immediately ejected from the system.
- The user's account can also be set to expire on a set date on the General tab.
- Delete the user by right clicking the user's name and selecting Delete.



Step 1: Install WebDrive for all computers that will be accessing the patient data stored on the server. WebDrive offers secure access and collaboration, without requiring users to learn a new application.

Step 2: On the WebDrive Application Window:

- Enter the *Site name* and *Address* for the users to connect to
- Select the *Server type* of FTP or SFTP
- Select the *Drive* letter to map to the server. WebDrive lets users access files in a way that they are already familiar with. Remote files are accessed as if they were local to the user's own workstation. Users can securely create or edit files within any Windows or DOS-based application and save them directly to the remote server. There is no separate 'upload' process required of the end user.
- Uncheck *Anonymous/Public Login* to force the user to enter their username and password

Step 3: On the General tab:

- Enter a *Time zone difference* for the remote server if any office is located in a different time zone to keep file times synchronized with those on the server when the cache is in use.

Step 4: On the Encryption tab:

- Select *SSL 'Auth' or SSL Implicit*. SSL, or Secure Sockets Layer, is a method by which an encrypted 'pipe' or tunnel is established between the FTP client and FTP server. Once the secure tunnel has been established (which is done using 128-bit encryption techniques), standard FTP is used to transfer data over the secure connection. WebDrive supports both Implicit FTPS and Explicit FTPS (AUTH SSL).

Step 5: In the Advanced tab:

- Select *S/Key MD4 or S/Key MD5 password type*. WebDrive supports OTP (One-Time Password) with MD4 and MD5 encryption.

Titan FTP Server and WebDrive working together can effectively satisfy many of the requirements mandated in HIPAA's Security Standard in a cost and time effective manner. For more information on Titan FTP Server and WebDrive and how they can help resolve HIPAA issues, visit our website www.southernrivertech.com.

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