



State of New Hampshire

Department of Safety

Division of Fire Standards and Training and Emergency Medical Services
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Director

MEMORANDUM

TO: NH EMS Units
NH EMS Regional Chairs
NH EMS Hospital Coordinators

FROM: Michael Schnyder, BS, SSBB, NREMT-P
FST & EMS
Bureau of EMS

RE: Verifying Optimal Security Setting for Your Internet Browsers

DATE: April 14, 2008

On behalf of the New Hampshire Department of Safety, Division of Fire Standards and Training and Emergency Medical Services (FST & EMS), we would like to take this opportunity to notify you about updating your TEMSIS security settings.

The majority of the Trauma and EMS Information System (TEMSIS) users create patient care reports using the Internet-based solution. Quite recently a number of news events have come into the light about the diligence required to protect private information. After an expedited review of TEMSIS' practices, we requested our software vendor, ImageTrend, to develop a "best practices" document on Internet Browser settings.

We now ask for each EMS or Fire agency, hospital, and anyone who uses TEMSIS to set their Internet Browsers to the maximal level to protect against potential threats. To assist everyone with this process, we took ImageTrend's work and divided it into three components:

- Best Practices for Microsoft Internet Explorer
- Best Practices for Mozilla Firefox
- An "expert level" document for those organizations with an established IT staff.

These documents will be located both on the TEMSIS (www.nhtemsis.org) and EMS Bureau's websites (<http://www.nh.gov/safety/divisions/fstems/ems/forms.html>).

Please also take the time to review your overall current security practices to ensure that protected health information (PHI) is at its the best. This ranges from the simple idea of not leaving a drop-off form on a counter to storing PHI in secure location.

If you have any questions about Internet browser security practices, please contact ImageTrend at: 1.888.469.7789. For other questions, please contact the Bureau's Research & Quality Management Section at 603-223-4226.

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Internet Browser Best Practices

*Updating your Security Settings for
Mozilla Firefox*



Introduction

- Any computer that is or may be used to access patient data should conform to industry best practices standards for security.
- Outlined in the following pages are simple changes to your Web browser recommended by ImageTrend that increase the level of protection of data, and improve the security on your computer.

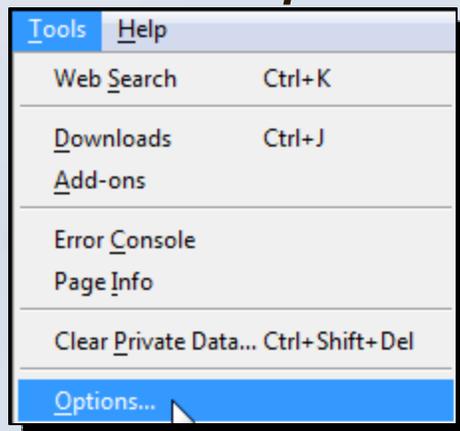


Fundamental Mozilla Firefox Configuration Settings

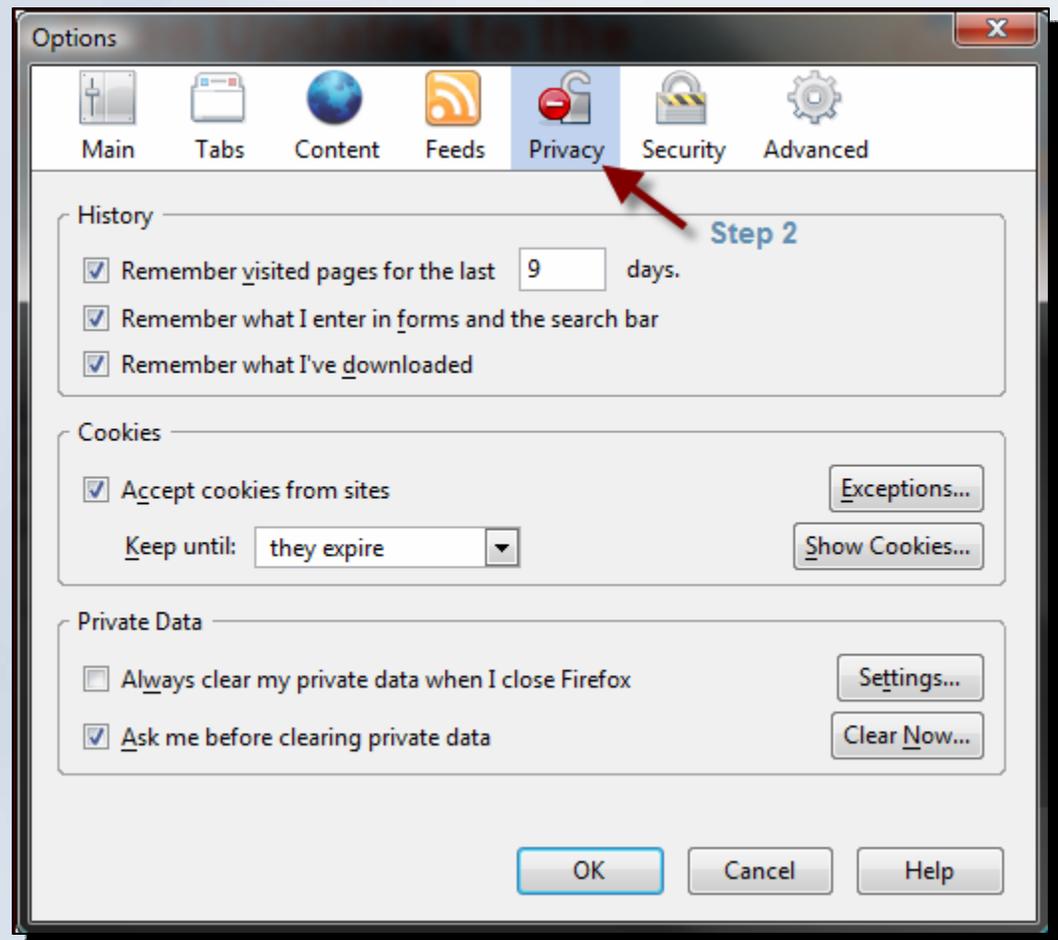


Fundamental Mozilla Firefox Configuration

1. From the *Tools* menu in the top toolbar, select *Options...*

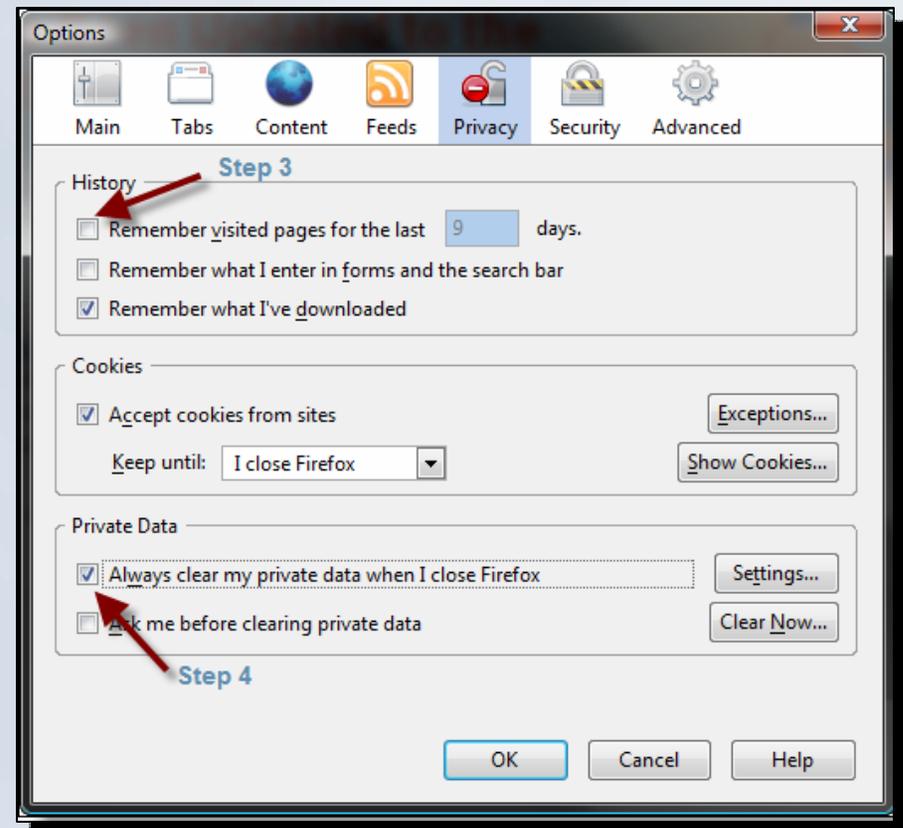


2. From the *Options* dialog box, select the *Privacy* tab.



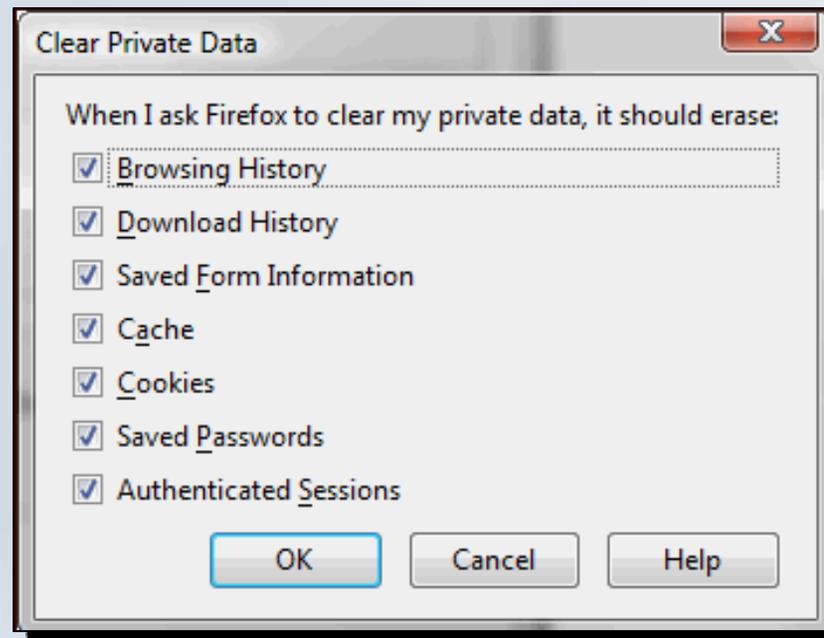
Fundamental Mozilla Firefox Configuration

3. In the *History* section, deselect the checkbox for *Remember visited pages for the last ___ days*.
4. In the *Private Data* section, select the *Always clear my private data when I close Firefox* checkbox.



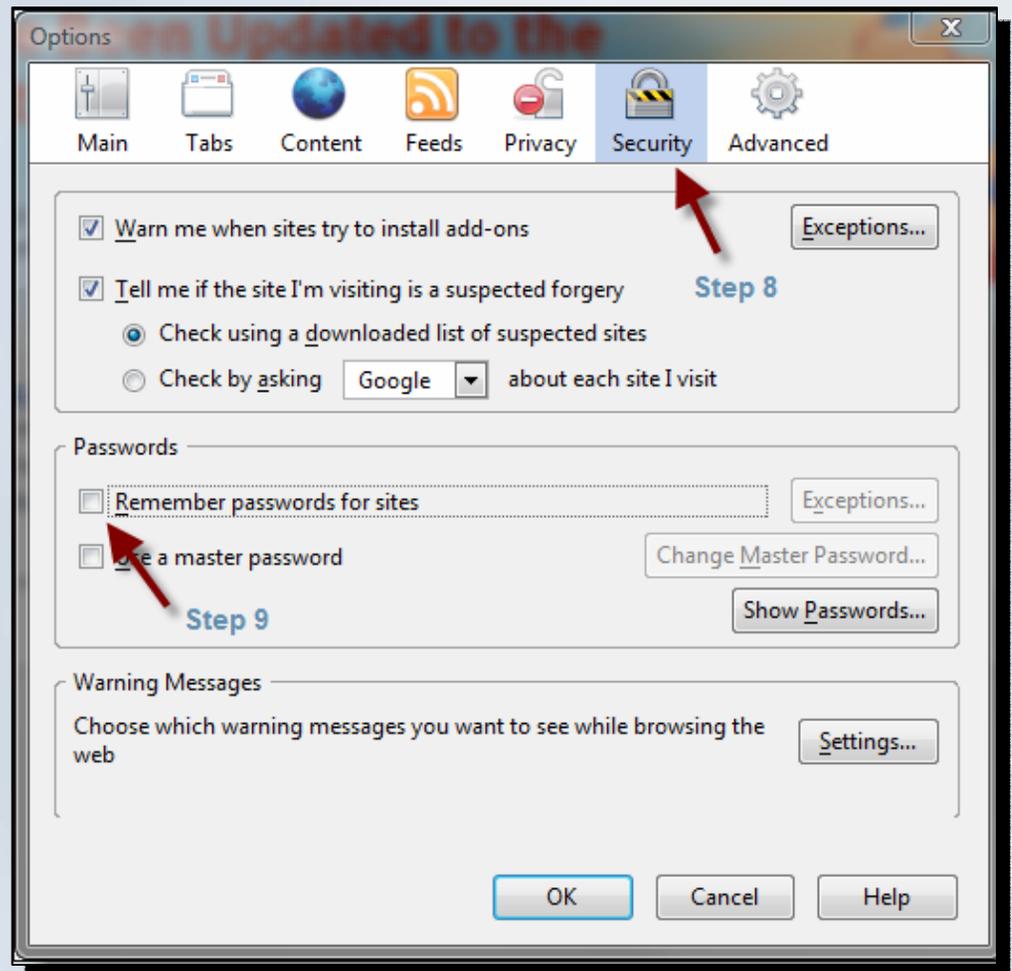
Fundamental Mozilla Firefox Configuration

5. In the *Private Data* section, click *Settings...*
6. Select all the options for clearing private data.
7. Click *OK*.



Fundamental Mozilla Firefox Configuration

8. From the *Options* dialog box, select the *Security* tab.
9. In the *Passwords* section, deselect the *Remember passwords for sites* checkbox.



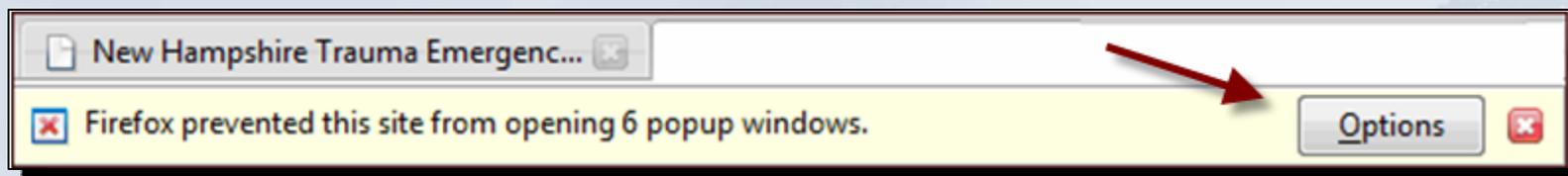
Fundamental Mozilla Firefox Configuration

Pop up blockers may prevent pages from loading as desired. These settings can be changed in two ways.

Fundamental Mozilla Firefox Configuration

To change the settings at the time that a pop up is blocked:

1. From the gold notification bar at the top of the browser window, click the *Options* button.

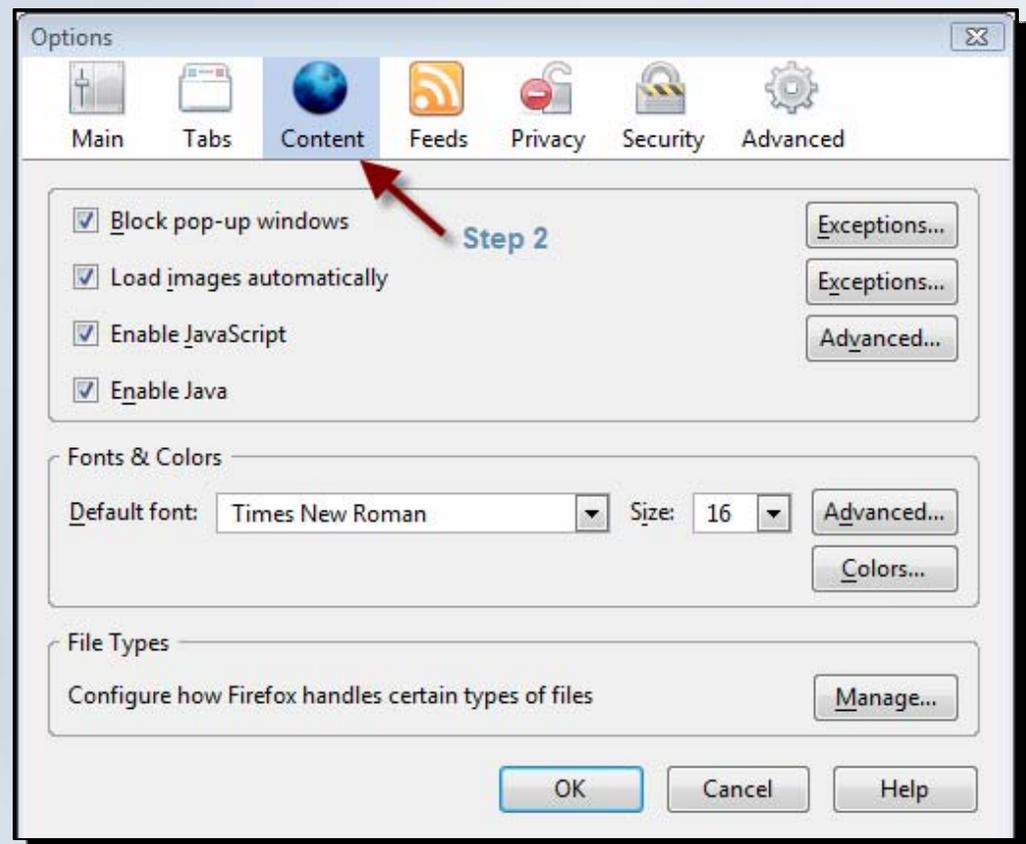


2. Select *Allow popups for www.nhtemsis.org.*
3. Click *OK.*

Fundamental Mozilla Firefox Configuration

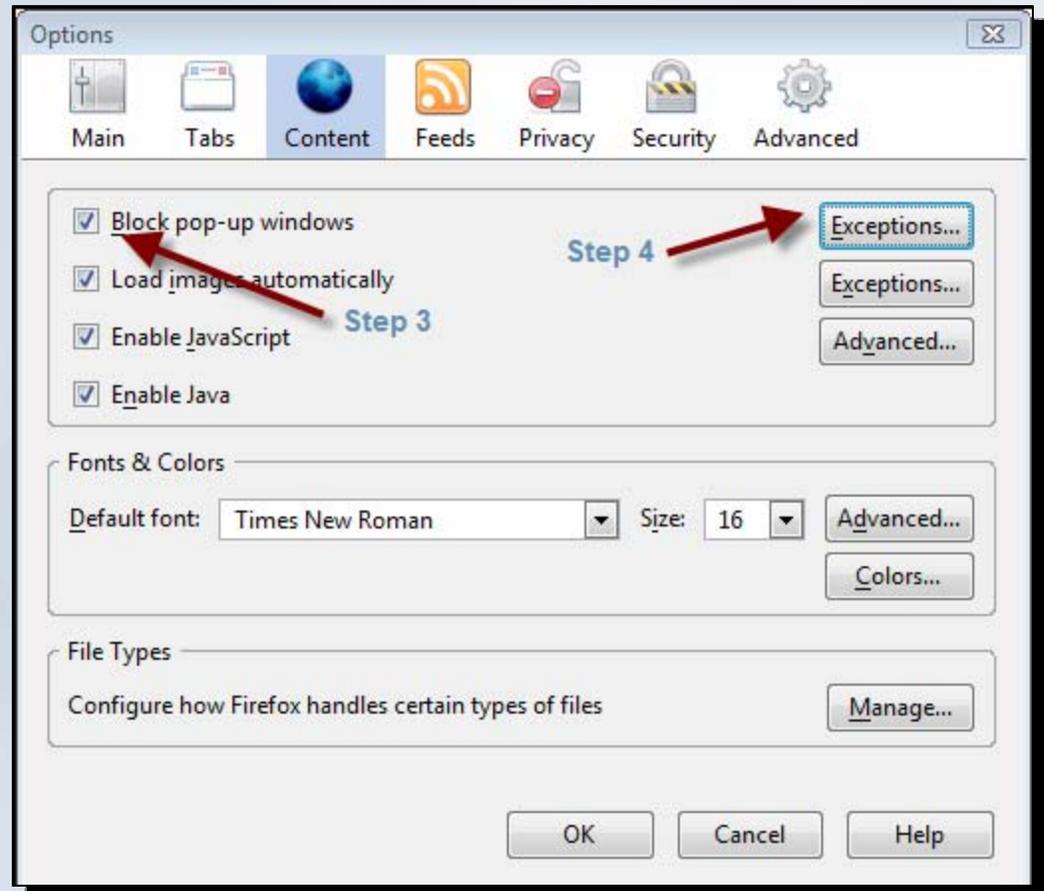
To change the pop up settings at any time:

1. From the *Tools* menu, select *Options*.
2. From the *Options* dialog box, click the *Content* tab.



Fundamental Mozilla Firefox Configuration

3. Make sure the *Block pop-up windows* checkbox is selected.
4. Click the corresponding *Exceptions...* button.



Fundamental Mozilla Firefox Configuration

5. In the *Address of the web site* text box, type the address of the website for which to allow pop ups.

EXAMPLE: Type *www.nhtemsisis.org*

6. Click *Allow*.

7. Click *Close*.

8. To close the *Options* dialog box, click *OK*.

