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## TIPS & TOPICS

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### LOCKING YOUR WORKSTATION TIP

You are reminded in the **Friendly Reminders** section in every ISD Tips and Topics newsletter to lock your workstation when you are going to be briefly away from your desk. Follow the steps below to lock and unlock your workstation.

#### LOCKING YOUR PC:

1. Hold down the **Windows** key. There's one in between the Ctrl and Alt keys on either side of the keyboard.
2. Press the letter L on the keyboard.

#### UNLOCKING YOUR PC:

1. Type your **Novell LAN password** in the Password field in the Workstation Lock window.

### CUBICLE COURTESY TIPS

For those of us who work in a cubicle or share an office with other employees, here are some "common courtesy" tips:

1. **Use your "in-door" voice.** Don't talk through cube walls or yell across cubes. Get up and move to the other person's location.
2. **Keep your hands off** a cube dweller's desk. Just because there's no door doesn't mean you can help yourself to another's office supplies or personal items.
3. **Never leave your cell phone behind** in your cube without first turning it off or to vibrate.
4. **Use a headset** to listen to music or when taking computer-based training.
5. **Eat quietly.** Avoid gum-popping, humming, slurping and pen tapping.
6. **Never enter** someone's cubicle **without permission.** Announce yourself at the "doorway" or lightly knock on the wall.

### FILE MANAGEMENT TIP - CHANGING THE MOST RECENTLY USED FILE LIST

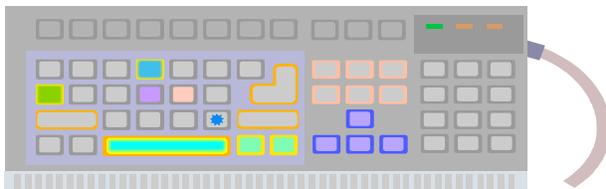
1. Open a Microsoft application.
2. Click on **Tools** and then select **Options.**
3. Click on the **General** tab.
4. Find the **Most Recently Used File List** option.
5. Use the spinner buttons to increase (or decrease) the number of files.
6. Click on **OK.**



## CONFIDENTIALITY TIP - HIPAA SECURITY RULE

The Department of Health and Human Services has significantly stepped up enforcement of the HIPAA security rule. Audits and investigations are being performed by CMS (the Federal entity responsible for HIPAA and the HIPAA Security Rule) at hospitals and medical facilities across the country, with the expectation from industry experts that serious violations and noncompliance with HIPAA rules will be uncovered on a wide-spread basis.

DMHAS will be doing walk-throughs to assess where we currently are regarding compliance throughout the agency. Additionally, we will be looking for computers that are logged in and unattended, screens that are open to anyone to see, passwords posted or written down in open areas, PHI (patient health information) stored on computers, etc. We will keep you posted as we move forward with any changes and updates.



## EXCEL TIP - KEYBOARD SHORTCUTS

...more Excel Keyboard shortcuts as promised in our next newsletter....

<u>SHORTCUT</u>	<u>WHAT IT DOES</u>
CTRL + Z	Undoes the last action.
CTRL + DELETE	Deletes text to the end of the row.
ALT + ENTER	Starts a new line in the same cell.
ALT + ↓	Displays a drop-down list of the values in the current column of a range.

## FRIENDLY REMINDERS

- Always log off when you are not using your computer. Use **Windows** key and **L** to lock workstation if you will be away briefly.
- Never share your password with other user(s). Do not tell anyone your password.
- The Internet is to be used for DMHAS business only. It is not for personal use.
- All data files should be saved on your facility's LAN drives. DO NOT save data on your pc drives (A: or C:).
- DO NOT send client information (PHI) via e-mail. If your job requires that you do, you may be able to use the Tumbleweed Secure Transport System.
- Do not install any software on your computer yourself.
- Refer to the **DMHAS Commissioner's Policy Statement on Computer Use** for more information.

## WORD TIP - KEYBOARD SHORTCUTS

<u>SHORTCUT</u>	<u>WHAT IT DOES</u>
CTRL + ]	Increases the font size of selected text.
CTRL + [	Decreases the font size of selected text
ALT + SHIFT + T	Enters the current time into a document.
ALT + SHIFT + D	Enters the current date into a document.
SHIFT + F5	Move to the last change in a document.

...more Word keyboard shortcuts in our next newsletter....

## COMMENTS OR QUESTIONS?

Please e-mail your comments or questions to [ISDTips.Topics@po.state.ct.us](mailto:ISDTips.Topics@po.state.ct.us)  
We look forward to hearing from you!