

**Maine Medical Center  
Maine Transplant Program  
OPTN Security Incident Management and Reporting**

**Purpose:** To maintain an effective incident response plan designed to identify, prioritize, contain, eradicate, and communicate information security incidents involving the OPTN data system as required in OPTN Policy 3.1.

**Policy:** It is the Policy of the Maine Transplant Program to actively plan for and address information security incidents of any severity level in collaboration with the Maine Health IT Security Team.

1. It is understood that the Maine Transplant Program maintains access to the OPTN computer system through our membership in the OPTN. Data included in the OPTN computer system is frequently accessed, downloaded, and utilized by authorized members of the Transplant Team, including the Quality Business Manager.
2. Maine Health maintains a rigorous IT security oversight system under direction of the organization's Chief Information Security Officer.
3. Maine Health and the Maine Transplant Program operate under an organizational ***Information Security Incident Response Policy*** that includes and categorizes incidents with both organizational and information impact. Levels of low to critical are described and determine the level and actions necessary to respond to the incident.
4. In the event of an incident impacting UNet, the Maine Transplant Director and Quality Business Manager will work collaboratively with the IT Security team to understand and communicate the incident to the OPTN, (800) 292-9537, in required timelines and in accordance with the MH Security Incident Response Policy. These timelines are outlined in OPTN Policy 3.1 and relate to the disconnection of UNet for users.
5. The Maine Transplant Program will designate at least two site security administrators for UNet: the Transplant Director and Quality Business Analyst.
6. Maine Health Information Security contacts will be identified to act as 24/7 resources in the event of an information security incident and will be communicated to the OPTN.

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Policy Reviewed and approved at QAPI on August 18, 2023

Policy Champion: Transplant Director