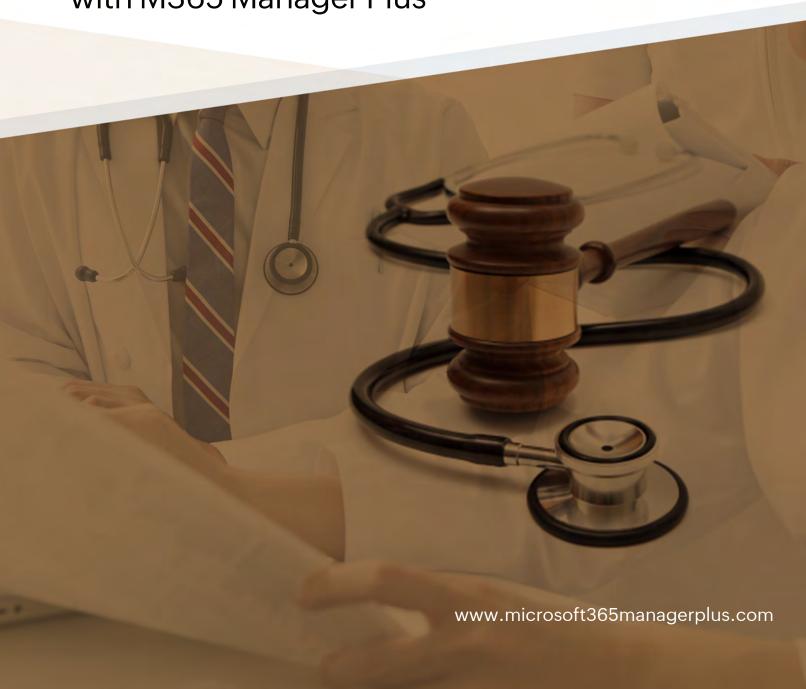


# **HIPAA Compliance**

with M365 Manager Plus



#### **About HIPAA**

HIPAA, the Health Insurance Portability and Accountability Act, sets the standard for protecting sensitive patient data. Any company that deals with protected health information (PHI) must ensure that all the required physical, network, and process security measures are in place and followed.

This includes **covered entities (CE)**, anyone who provides treatment, payment and operations in healthcare, and **business associates (BA)**, anyone with access to patient information and provides support in treatment, payment or operations. Subcontractors, or business associates of business associates, must also be in compliance.

Please note that the efforts and procedures required to establish compliance in each section may vary in different organizations depending on their systems configuration, internal procedures, nature of business, and other factors.

Usage of the below mentioned reports may not guarantee complete organizational compliance. This document can be used as a reference guide for complying with HIPAA industrial mandate.

#### **HIPAA** compliance with M365 Manager Plus

To comply with industrial mandates various control methods have to implemented. For management simplicity we have mapped the compliance requirements with the required control methods. You can find the reports required to complete the control methods subsequently. Though mentioned separately, all the control methods are interlinked and often required by most of the regulations.

**Access Control** 

**Account Management** 

**User Management** 

**Integrity Monitoring** 

Credentials Management

**Data Governance** 

Configuration Management

Audit Trail

Requirement	Control Method
164.308 Administrative safeguards. (HIPAA Security Rule)	
164.308 (a)(1)(i) Security management process.	Audit Trail Configuration Management
164.308 (a)(1)(ii)(A) Risk analysis.	Access Control Integrity Monitoring
164.308 (a)(1)(ii)(B) Risk management.	Data Governance Configuration Management
164.308 (a)(1)(ii)(C) Sanction policy.	Access Control Account Management
164.308 (a)(1)(ii)(D) Information system activity review.	Audit Trail
164.308 (a)(3)(ii)(C) Termination procedures.	Account Management
164.308 (a)(4)(i) Information access management.	Access Control Users Management
164.308 (a)(4)(ii)(A) Isolating health care clearinghouse functions	Access Control Data Governance

164.308 (a)(4)(ii)(C) Access establishment and modification	Access Control
164.308 (a)(5)(ii)(A) Security reminders. Periodic security updates.	Integrity Monitoring Configuration Management
164.308 (a)(5)(ii)(B) Protection from malicious software.	Integrity Monitoring User Management
164.308 (a)(5)(ii)(C) Log-in monitoring.	Access Control
164.308 (a)(5)(ii)(D) Password management.	Credentials Management
164.308 (a)(6)(i) Security incident procedures.	Audit Trail
164.308 (a)(6)(ii) Response and reporting	Audit Trail
164.308 (a)(7)(ii)(B) Disaster recovery plan.	Audit Trail Configuration Management
164.312 Technical safeguards. (HIPAA Security Rule)	
164.312(a)(1) Standard: Access control.	Access Control
164.312 (a) (2) (i) Unique user identification.	Account Management Access Control
164.312 (a)(2)(iii) Automatic logoff.	Access Control
164.312 (b) Standard: Audit controls.	Audit Trail
164.312 (c)(1) Integrity.	Integrity Monitoring
164.312 (d) Person or entity authentication.	Access Control
164.312 (e)(2)(i) Integrity controls.	Integrity Monitoring
164.316 Policies and procedures and documentation req	uirements. (HIPAA Security Rule)
164.316 (b)(1) (ii) Documentation.	Audit Trail
164.316 (b)(2)(i) Time limit.	Audit Trail
164.316 (b)(2)(ii) Availability.	Audit Trail
164.528 Accounting of disclosures of protected health in	formation. (HIPAA Privacy Rule)
164.528 (a) Right to an accounting of disclosures of protected health information	Audit Trail Integrity Monitoring
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# **Control methods and M365 Manager Plus reports**

The following section will map the control methods and M365 Manager Plus reports that help to implement them.

#### **Access Control**

Office 365 Service	M365 Manager Plus Reports
Exchange Online	Exchange Admin Activity
	Exchange User Activity
	Non-Owner Mailbox Access
	Recently Added Members to Groups
	Recently Removed members from groups
	Group Members
	Distribution List Members
	Active Directory
	Reset User Password
	Disabled Exchange Users
	Send-As Permission
	Send-on-Behalf Permission
	Mailbox Permissions Changes
	Permissions Changes
	Unified Messaging Mailbox Policy
	User Rights Assignment Policy Changes
	DLP Policy Matches
	OWA Logon by Users
	OWA Logon by OS
	OWA Logon by Browsers
	Public Folder Activity
Active Directory	Recently Enabled Accounts
	User Account Status Changes
	User Logon Activity
	Temporary User Accounts
	Never Expiring Passwords

	All Users
	Password Expired Users
	Azure Locked Users
	Group Modification Report
	Group Settings Modification Report
	Azure Admin Activity,
	Recently modified users
	Multi Factor Authentication Status
	Reset User Password
	Change User Password
	Update User Credentials
	User Activity(based on Business Hours)
	User Logon Activity
OneDrive for Business	OneDrive Events Log
	OneDrive Files Accessed
	OneDrive File Modifications
	OneDrive Files Renamed
	OneDrive Files Movement
	OneDrive File Operation
	OneDrive Downloads
	OneDrive File Uploads
	OneDrive Deleted Files
	OneDrive Download Sync
	OneDrive Upload Sync
Microsoft Teams	Added Channel
	Created Team
	Deleted Team
	Users Signed in to Teams
	Changed Setting (legacy)
	Changed Organizational Settings
	Changed Team Settings
	Changed Channel Settings

Created Dashboard
Viewed Dashboard
Modified Dashboard
Deleted Dashboard
Printed Dashboard
Shared Dashboard
Created Groups
Added Group members
Started Pro-trial Subscriptions
Created Reports
Viewed Reports
Modified Reports
Deleted Reports
Shared Reports
Printed Reports
Downloaded Reports
Published Reports
Exported Dashboard Tile
Exported Reports
Started Extended Trial
Admin Portal Activities
Viewed Usage Metrics
Analyzed Dataset
Created Organizational Content Pack
Deleted Dataset Objects
Viewed sway
Enabled and disabled sway
Enabled and disabled sway service
Enabled and disabled external sway sharing
Created, modified, and deleted sway

#### **Account Management**

Office 365 Service	M365 Manager Plus Reports
Exchange Online	Non-Owner Mailbox Access
	Contact Audit Log
	Added Member to Group
	Removed Member from Group
	Group Members
	Users Not in Group
	Groups with Disabled Users
	Account Policy Changes
	User Configuration Changes
	Role Assignment policy
	Unified Messaging Mailbox Policy
	User Rights Assignment Policy Changes
	DLP Policy Matches
Azure Active Directory	Recently Enabled Accounts
	Recently Created User Account
	Recently Modified User Account
	Recently Deleted User Account
	Password change Report
	Accounts with Most Logon Activity (In All Logon Activities Report)
	All Users
	Password Expired User Accounts
	Locked User Accounts
	Never Expiring Passwords
	Azure Locked Users
	Azure User Activities
	Recent Logon Failure
	Recent Successful Logon
	User Logon Activtiy
	Exchange User Activity
Micorosft Teams	Added Channel
	Created Team
	Deleted Team
	Users Signed in to Teams
	Changed Setting (legacy)

	Changed Organizational Settings
	Changed Team Settings
	Changed Channel Settings
Power BI	Started Pro-trial Subscriptions
	Started Extended Trial
	Admin Portal Activities
	Viewed Usage Metrics
	Analyzed Dataset
	Created Organizational Content Pack
Sway	Viewed sway
	Enabled and disabled sway
	Enabled and disabled sway service
	Enabled and disabled external sway sharing
	Created, modified, and deleted sway

# **Credentials Management**

Microsoft 365 Service	M365 Manager Plus Reports
Azure Active Directory	Password Change
	Never Expiring Passwords
	Soon to Expire Users
	Password Changed Users
	Password Unchanged Users
	Multi Factor Authentication Status
	Recently Password Reset Users
	Forced Password Change
	Updated User Credentials
Microsoft Teams	Users Signed in to Teams

# **User Management**

Microsoft 365 Service	M365 Manager Plus Reports
Exchange Online	Exchange User Activity
	Mailbox Features
	Mailbox with ForwardTo
	Mailbox Auto Reply Configuration
	Group Members
	Recently Added Users to Groups

	Recently Deleted Users from Groups
	·
	Distribution List Members
	Dynamic Distribution Group Members
	Mailbox Permissions Changes
	Created and deleted Malware Filter Policy
	Created, Modified, and Deleted Phishing Rules
	Created, Modified, and Deleted Role Assignments
	Created, Modified, and Deleted Safe Attachment Policies
	Created, Modified, and Deleted Safe Link Policies
	OWA Logon by Users
	OWA Logon by OS
	OWA Logon by Browsers
Azure Active Directory	Added Users
	Updated Users
	Deleted Users
	Cloud users
	Synced Users
	Never Expiring Passwords
	User Logon Activity
	Added Users to Admin Role
	Recent Logon Failure
	Recent Successful Logon
	User Activity(based on Business Hours)
	User Logon Activity
OneDrive for Business	OneDrive Events Log
	OneDrive Files Accessed
	OneDrive File Modifications
	OneDrive Files Renamed
	OneDrive Files Movement
	OneDrive File Operation
	OneDrive Downloads
	OneDrive File Uploads
	OneDrive Deleted Files
	OneDrive Download Sync
	OneDrive Upload Sync
Microsoft Teams	Added Channel
	Created Team

	Delated Team
	Deleted Team
	Users Signed in to Teams
	Changed Setting (legacy)
	Changed Organizational Settings
	Changed Team Settings
	Changed Channel Settings
Sway	Viewed sway
	Enabled and disabled sway
	Enabled and disabled sway service
	Enabled and disabled external sway sharing
	Created, modified, and deleted sway

# **Integrity Monitoring**

Microsoft 365 Service	M365 Manager Plus Reports
Exchange Online	OWA Logon by Users
	OWA Logon by OS
	OWA Logon by Browsers
Azure Active Directory	Recent Logon Failure
	Recent Successful Logon
	User Activity(based on Business Hours)
	User Logon Activity
OneDrive for Business	OneDrive Files Accessed
	OneDrive File Modifications
	OneDrive File Renaming
	OneDrive File Movement
	OneDrive File Operations
	OneDrive Upload
	OneDrive Downloads
	OneDrive Deleted Files
	OneDrive Events Log
Microsoft Teams	Added Channel
	Created Team
	Deleted Team
	Users Signed in to Teams
	Changed Setting (legacy)
	Changed Organizational Settings

	Changed Team Settings
	Changed Channel Settings
Power BI	Created Dashboard
	Viewed Dashboard
	Modified Dashboard
	Deleted Dashboard
	Printed Dashboard
	Shared Dashboard
	Created Groups
	Added Group members
	Started Pro-trial Subscriptions
	Created Reports
	Viewed Reports
	Modified Reports
	Deleted Reports
	Shared Reports
	Printed Reports
	Downloaded Reports
	Published Reports
	Exported Dashboard Tile
	Exported Reports
	Started Extended Trial
	Admin Portal Activities
	Viewed Usage Metrics
	Analyzed Dataset
	Created Organizational Content Pack
	Deleted Dataset Objects
Sway	Viewed sway
	Enabled and disabled sway
	Enabled and disabled sway service
	Enabled and disabled external sway sharing
	Created, modified, and deleted sway

#### **Data Governance**

Microsoft 365 Service	M365 Manager Plus Reports
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Exchange Online	Exchange Online Mailbox Permissions Changes
	Added and deleted folder level permissions
	Added and deleted send-as permissions
	Added and deleted mailbox permissions
	Configured permissions for folders within user mailbox
	Exchange Online Mailbox Policy Changes
	Created, modified, and deleted UM mailbox policies
	Transport rule matches
	Messages that triggered transport rules
	Folder Message Count and Size
	Attachment by File Size
	Message by Subject
	Mailbox Message Restrictions
	Mailbox Clutter Details
	OWA Attachment Policies
	OWA Attachment Policy by Users
OneDrive for Business	OneDrive Files Accessed
	OneDrive File Modifications
	OneDrive File Renaming
	OneDrive File Movement
	OneDrive File Operations
	OneDrive Upload
	OneDrive Downloads
	OneDrive Deleted Files
	OneDrive Events Log
	Checked-in and checked-out file
	Discarded file check-out
ower BI	Created Dashboard
	Viewed Dashboard
	Modified Dashboard
	Deleted Dashboard
	Printed Dashboard
	Shared Dashboard
	Created Groups
	Added Group members
	Created Reports

	Viewed Reports
	Modified Reports
	Deleted Reports
	Shared Reports
	Printed Reports
	Downloaded Reports
	Published Reports
	Exported Dashboard Tile
	Exported Reports
	Viewed Usage Metrics
	Analyzed Dataset
	Deleted Dataset Objects
Sway	Viewed sway
	Enabled and disabled sway
	Enabled and disabled sway service
	Enabled and disabled external sway sharing
	Created, modified, and deleted sway

# **Configuration Management**

Microsoft 365 Service	M365 Manager Plus Reports
Exchange Online	Created and deleted mailboxes
	Recovered soft deleted mailboxes
	Created, suspended, and resumed mailbox restore requests
	Configured mailbox settings
	Created mailboxes for existing users
	Disabled mailboxes of existing users
	Configured junk email rule for specific mailboxes
	Modified CAS settings in a mailbox
	Mailbox Sizes
	Mailbox Size Restrictions
	Current Mailbox Size vs Quota
	Archive Mailbox Sizes
	Mailbox Storage Information
	Mailbox Size Over Time
	Created management role assignments
	Modified management role assignments
	Deleted management role assignments

	Created and deleted management role groups
	Added and deleted management role group members
	Modified role groups
	Updated role groups
	Added and deleted folder level permissions
	Added and deleted send-as permissions
	Added and deleted mailbox permissions
	Configured permissions for folders within user mailbox
	Account Permissions
	Group Policy Object Delegation
	Email Address Policy Changes
	Exchange Online Mailbox Policy Changes
	New, rotated, and modified DKIM signing policies
Microsoft Teams	Changed Setting (legacy)
	Changed Organizational Settings
	Changed Team Settings
	Changed Channel Settings
Power BI	Started Pro-trial Subscriptions
	Started Extended Trial
	Admin Portal Activities
	Viewed Usage Metrics
	Analyzed Dataset
	Created Organizational Content Pack
Sway	Enabled and disabled sway
	Enabled and disabled sway service
	Enabled and disabled external sway sharing
	1

### **Audit Trail**

Microsoft 365 Service	M365 Manager Plus Reports
Exchange Online	Created and deleted mailboxes
	Recovered soft deleted mailboxes
	Created, suspended, and resumed mailbox restore requests
	Configured mailbox settings
	Created mailboxes for existing users
	Disabled mailboxes of existing users
	Created, modified, and deleted Microsoft 365 groups
	Created, modified, and deleted dynamic distribution groups

Created, modified, and deleted distribution groups

Added and replaced distribution group members

Deleted unified groups and unified group links

Added members, owners, and subscribers to groups

Created, modified, and deleted email users

Modified user attributes

Modified linked user account properties

Purged messages from mailbox

Deleted messages form Deleted Items folder

Moved messages to Deleted Items folder

Moved messages to another folder

Created or received messages

Sent messages using send-on behalf permission

Copied message to another folder

Users signed into mailbox

Sent messages using SendAs permission

Enabled or disabled focused inbox for mailboxes

Enabled/disabled UM call answering rules

Created, modified, and deleted call answering rules

Created, modified and tested site mailboxes

Synchronisation triggered site mailboxes

Created and modified site mailbox provisioning policies

Added, modified, and deleted management role entry

Updated and deleted hybrid configurations

Configured message flow settings

Created, modified, and deleted OnPremisesOrganization objects

Enabled and disabled UM auto attendants

Created, modified, and deleted auto attendants

Transport rule matches

Messages that triggered transport rules

Created, modified and deleted malware filter rules

Created, modified, and deleted malware filter policies

Created, validated, and deleted inbound connectors

Created, validated, and deleted outbound connectors

Created, modified, and deleted intra organization connectors

Created, modified, and deleted UM dial plans

Created, modified, and deleted management role assignments

Created, modified, and deleted public folder migration

requests

Resumed and suspended public folder migration requests

Resumed and suspended public folder mailbox migration requests

Enabled and disabled UM IP gateway

Created, modified, and deleted UM IP gateway configurations

Configured auto reply settings for a mailbox

Created mailbox folders

Configured publishing or sharing settings on a calendar folder

Messages with no delivery status

Messages undelivered or filtered as spam/malware

Messages yet to be delivered

Successfully delivered messages

Messages undelivered due to expanded group membership

Created, modified, and deleted role assignment policies

Modified transport configuration settings

Removed text messaging settings

Compared verification codes

Verification codes sent to users' mobile phone

Text messaging notifications configured

PINs reset for UM mailbox

Modified existing accepted domains

Created, modified, and deleted sharing policies

Created, modified, Tested, and deleted organization relationships

Created and deleted availability address space objects

Modified access level for free/busy information

Created, and deleted availability configurations

Created, modified, and deleted OWA mailbox policies

Modified mailbox message configuration

Modified mailbox message configuration

Modified wen spelling checker options

Calendar settings applied for users using OWA calendars

Modified S/MIME configuration

New and deleted hotmail, POP or IMAP subscriptions

Created and modified POP subscriptions

Created, and modified IMAP subscriptions

Created and modified hotmail subscriptions

Created, modified, and deleted contact integration

subscription

Activity alerts in Security & Compliance center

Created, modified, and deleted safe link policies

Enabled and disabled safe link policies

Created, modified, and deleted safe attachment rules

Enabled and disabled safe attachment rules

Created, and deleted safe attachment policies

New phish filter policy configured

Imported and exported UM prompts

Messages marked as malware

Spam filtered by advanced filters

Messaged filtered as bulk mail

Messages filtered based on content

Messages filtered by transport rule

Messages from blocked users

Messages filtered by content, rules or other configuration

Messages addressed to an unknown recipient

Messages blocked based on SMTP

Messages blocked based on sender IP

Created and deleted public folder sync

Created, modified, and deleted partner app configurations

Tested OAuth authentication

Modified, and deleted user photos

Enabled and disabled UM for mailboxes

Modified UM mailbox properties

Imported contacts to Exchange Online mailboxes

Created email messages

Tested MAPI connectivity

Enabled and disabled apps for a specific user

Created and deleted apps

Modified availability of organization apps

Modified mailbox plans

Exchange organisation settings configured

Enabled organization customization

Modified gateway server IP addresses

Created and deleted remote domains

Connections configured for a remote domain

Configured text message notification for calendar events

Modified calendar processing options for resource mailboxes

Created, modified, and deleted inbox rules Enabled and disabled inbox rules Configured junk email rule for specific mailboxes Configured Exchange ActiveSync settings Mobile device mailbox policy settings applied to server Configured and deleted device access level for rules Created and deleted active sync mailbox policies Created and deleted active sync device access rule Created, modified, and deleted mobile device mailbox policies Deleted data from mobile device Deleted mobile devices Created, modified, and deleted UM mailbox policies Added and deleted folder level permissions Added and deleted send-as permissions Added and deleted mailbox permissions Configured permissions for folders within user mailbox Modified CAS settings in a mailbox Configured federated organization identifier New federation trust set up Created and deleted public folder Hierarchy updated public folders Mail enbled and disabled public folders Added and deleted permissions to public folders

Security

Messages filtered by DLP rule

Modified mail enabled public folders

Messages incorrectly filtered by DLP rule

Messages that override one or more DLP rules

Messages that triggered DLP rules and policy rules

Created and deleted UM hunt group

Created, modified, and deleted management scopes

Created, modified, and deleted content filter policies

Released quarantine messages

Created, modified, and deleted connection filter policies

Created, modified, and deleted content filter rules

Enabled and disabled content filter rules

Modified outbound spam filter policy

New, rotated, and modified DKIM signing policies

Created and deleted management role groups

	Added and deleted management role group members
	Modified role groups
	Updated role groups
	Created, modified, and deleted email contacts
	Configured clutter settings for mailboxes
	Created and deleted management roles
	Deleted migration users
	Tested migration server availability
	Exported migration reports
	Modified staged IMAP, and remote migrations
	Created and deleted migration endpoints
	Started and stopped batch migration process
	Created, finalized, and deleted migration batches
	Created, modified, resumed, suspended, and deleted move requests
	Updated migration requests
Azure Active Directory	Added, updated, and deleted user
	Updated and deleted group
	Created group settings
	Added and removed member from a group
	Set license properties
	Changed user license
	Added users to admin role
	Deleted users from member role
	Updated company contact information
	Sign-in using password
	Sign-in using cookies
	Successful and failed logins
	Added modified, and removed delegation entry
	Added and removed service principals
	Added and removed credentials of service principals
	Reset user password
	Changed user password
	Set property that forces user to change password
	Updated user credentials
OneDrive for Business	Allowed and blocked computers from syncing files
	Downloaded and uploaded files
	Downloaded and uploaded file changes

Created, used, and deleted company-wide share links  Created, used, and deleted company-wide share links  Shared and unshared file, folder or site  Created, used, and deleted anonymous links  Renamed file  Moved file  Modified file  Uploaded and downloaded file  Deleted file  Restored file  Checked-in and checked-out file  Discarded file check-out  Copied file  Accessed file  Accessed file  Sway  Viewed sway  Enabled and disabled sway service  Enabled and disabled sway sharing  Created, modified, and deleted sway  Microsoft Teams  Added Channel  Created Team  Deleted Team  Deleted Team  Users Signed in to Teams  Changed Settings  Changed Settings  Changed Team Settings  Changed Te		Created accented and withdrawn charing invitations
Shared and unshared file, folder or site Created, accepted and denied access requests Created, used, and deleted anonymous links Renamed file Modified file Uploaded and downloaded file Deleted file Restored file Checked-in and checked-out file Discarded file check-out Copied file Accessed file Accessed file  Sway  Viewed sway Enabled and disabled sway service Enabled and disabled sway service Enabled and disabled external sway sharing Created, modified, and deleted sway  Microsoft Teams  Added Channel Created Team Deleted Team Users Signed in to Teams Changed Setting (legacy) Changed Organizational Settings Changed Team Settings Changed Dashboard Modified Dashboard Printed Dashboard Printed Dashboard Shared Dashboard		Created, accepted and withdrawn sharing invitations
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Shared Dashboard		
Ureated Groups		
		Greated Groups

Added Group members

Started Pro-trial Subscriptions

Created Reports

Viewed Reports

Modified Reports

**Deleted Reports** 

Shared Reports

Printed Reports

Downloaded Reports

**Published Reports** 

**Exported Dashboard Tile** 

**Exported Reports** 

Started Extended Trial

Admin Portal Activities

Viewed Usage Metrics

Analyzed Dataset

Created Organizational Content Pack

**Deleted Dataset Objects** 

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