

POLICY & PROCEDURE



TITLE: Access Authorization				
Scope/Purpose: Administrative Safeguards (AS)				
Division/Department: All HealthPoint Clinics			Policy/Procedure #:	
Original Date: 02.01.2013			<input type="checkbox"/> New <input checked="" type="checkbox"/> Replacement for: Same	
Date Reviewed:	Date Revised:	Implementation:	CPIC Approved:	Board Approved:
07.31.15	12.15.15	January 27, 2016	January 27, 2016	
Responsible Party: Director of IT; CIO; HIPAA Security Officer				

DEFINITIONS:

N/A

POLICY:

HealthPoint may grant access to ePHI to members of its workforce whose job responsibilities require such access. Level of access will be dependent on duties outlined in the employee's job description.

PROCEDURE:

1. HealthPoint maintains an access authorization record that documents which workforce members, based on their job responsibilities, have access to ePHI. The record also indicates the level of access determined to be necessary for the workforce member to perform his or her job responsibilities. Workforce members will have access to only the information required to perform their job responsibilities.
2. The access authorization record will be reviewed on an on-going basis to verify compliance with the workforce member's access limitations, and to verify the workforce member's access continues to reflect his or her current need for ePHI.
3. Notwithstanding another factor (e.g. specified need for the information such as CMS or DSHS auditor), only workforce members who have signed a current confidentiality statement will be granted access to ePHI.
4. All workforce members will attend training that includes discussion of, among other security-related topics, access control and documentation, maintenance of proper security measures, and the consequences of security incidents or deviations from HealthPoint policies and procedures.
5. All workforce members shall adhere to HealthPoint's policies concerning remote access and workstation access and use.
6. Access to PHI by individuals or entities other than workforce members, such as patients, law enforcement personnel, or public health officials, will be granted in accordance with HealthPoint's privacy and security policies, State and Federal law, and, if applicable, the Business Associate Agreement between HealthPoint and the entity.

RELATED POLICY:

Access Control and Validation Process
Access Establishment and Modification

REFERENCES:

HIPAA Security Rule

REQUIRED BY:

HIPAA Security rule §164.312 (a)(1)
HIPAA Security rule §164.308(a)(3)(i)

ATTACHMENTS/ENCLOSURES:

POLICY/PROCEDURE TRACKING FORM

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Date of Revision		Description of Changes		
12/15/15		Format update; language clarification		