


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

APPROVED	RESPONSIBILITY	EFFECTIVE DATE	NUMBER	PAGE
	Information Technology Administrator (HIPAA Security Officer)	12/2004	6420-12	1 of 2
TITLE: AUTHORIZATION AND/OR SUPERVISION POLICY				

PURPOSE:

The purpose is to implement procedures for the authorization and/or supervision of workforce members who work with electronic protected health information (ePHI) or in locations where it may be accessed. This is a standard required under the Administrative Safeguards of the HIPAA Security Rule.

SCOPE:

This policy applies to Guam Memorial Hospital Authority in its entirety, including all workforce members.

POLICY:

Guam Memorial Hospital Authority will implement security safeguards to ensure that all members of the workforce who have access to ePHI, including operations and maintenance employees:

- Need the access they have
- Have the access they need
- Understand the limits of access to ePHI
- Understand how to authenticate themselves to the system or application

The criterion for determining authorization must comply with the requirements of the Information Access Management Standard.

The determination if any access needs to be supervised must be based on the results and recommendations of the Risk Analysis Report or by any requirements of appropriate application system managers.

RESPONSIBILITIES:

The HIPAA Security Officer, under the delegated authority of the Hospital Administrator, is responsible for ensuring the implementation of requirements related to the Authorizations and/or Supervision Policy. The activities may include:

- Supervision of some members of the workforce
- Proper access authorizations on the basis of job roles or functions
- Clearance procedures
- Maintenance of access authorization records

Reviewed: 01/2006

Revised: 02/2006

Approved: EMC 2/15/06

COMPLIANCE:

Failure to comply with this or any other security policy will result in disciplinary actions as per the Sanction Policy 6420-8. Legal actions also may be taken for violations of applicable regulations and laws such as HIPAA.

Authorization and/or Supervision is an addressable implementation specification defined within the Workforce Security standard (164.308 (a)(3)) in the Administrative Safeguards category of the HIPAA Security Rule.

REFERENCES:

- HIPAA Final Security Rule, 45 CFR Parts 160, 162, and 164, Department of Health and Human Services, <http://www.cms.hhs.gov/hipaa/hipaa2/regulations/security/default.asp>, February 20, 2003.
- CMS, "CMS Information Systems Security Policy, Standards and Guidelines Handbook", CMS, February 2002.
- International Standards Organization (ISO/IEC 17799:2000(E)).