


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

APPROVED	RESPONSIBILITY	EFFECTIVE DATE	NUMBER	PAGE
	Information Technology Administrator (HIPAA Security Officer)	12/2004	6420-16	1 of 2
TITLE: ACCESS AUTHORIZATION POLICY				

PURPOSE:

The purpose is to implement policies and procedures for granting access to electronic protected health information (ePHI). This includes, for example, authorization required to access a workstation, transaction, program, process or other mechanism. 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. Further, the policy applies to all systems, network, and applications that process, store or transmit ePHI.

POLICY:

This policy is about the entity's initial right of access to ePHI.

The individual's job description and/or job function must be reviewed to determine their:

- Individual rights
- The functional group that this individual belongs to

The principle of least privilege, the Minimum Necessary Standard from the HIPAA Privacy Rule, and separation of duties, shall be factors that influence the access rights granted to an individual or an entity.

Access must be granted only on the basis of a valid business need.

RESPONSIBILITIES:

The HIPAA Security Officer, under the delegated authority of the Hospital Administrator, is responsible for ensuring the implementation of the Access Authorization Policy. The Security Officer must review the access rights of individuals to ascertain that they are aligned with the individual's job's role or function.

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.

Access Authorization is an addressable implementation specification defined within the Information Access Management standard (164.308 (a)(4)) in the Administrative Safeguards category of the HIPAA Security Rule.

PROCEDURES:

Procedures related to the Access Authorization Procedure include:

- Workforce Security Procedure
- Workforce Clearance Procedure
- Information Access Management Procedure
- Access Establishment and Modification Procedure
- Password Management Procedure

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)).