


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

APPROVED	RESPONSIBILITY	EFFECTIVE DATE	NUMBER	PAGE
	Information Technology Administrator (HIPAA Security Officer)	12/2004	6420-17	1 of 2
TITLE: ACCESS ESTABLISHMENT AND MODIFICATION POLICY				

PURPOSE:

The purpose is to implement policies and procedures that, based upon the entity's access authorization policies, establish, document, review, and modify a user's right of access to a workstation, transaction, program or process. 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:

Guam Memorial Hospital Authority will create and maintain access control lists (ACLs) and other access control related capabilities to ensure that access is limited to approved rights.

A regular review shall be conducted to ensure that access rights for each individual or entity are consistent with established policies and job roles and functions.

ACLs and other access control related capabilities shall be utilized to ensure that status changes such as termination or change in job role are reflected in rights granted to individuals or entities.

RESPONSIBILITIES:

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

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.

Reviewed: 01/2006
Revised: 02/2006
Approved: EMC 2/15/06

Access Establishment and Modification 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 Establishment and Modification Procedure includes:

- Workforce Security Procedure
- Workforce Clearance Procedure
- Information Access Management 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)).