


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

APPROVED	RESPONSIBILITY	EFFECTIVE DATE	NUMBER	PAGE
	Information Technology Administrator (HIPAA Security Officer)	12/2004	6420-34	1 of 2
TITLE: ACCESS CONTROL AND VALIDATION PROCEDURES POLICY				

PURPOSE:

The purpose is to implement procedures to control and validate a person's access to computer equipment and electronic protected health information (ePHI) facilities based on their role or function, including visitor control, and control access to software programs for testing and revision.

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, as well as all facilities, which process, store or transmit electronic protected health information (ePHI).

POLICY:

Guam Memorial Hospital Authority will configure facility access controls to validate all access by members of the workforce to facilities and systems. Access controls will be enforced to ensure no access to ePHI in any unauthorized manner.

Guam Memorial Hospital Authority will develop procedures for receiving and escorting visitors. Visitors must complete an entry in the visitor log book at the reception desk. The visitor's identity must be verified by checking a valid government issued-photo ID card. The visitor must be escorted for access to areas inside the facility.

RESPONSIBILITIES:

The HIPAA Security Officer, under the delegated authority of the Hospital Administrator, will be responsible for ensuring the implementation of the requirements of Access Control and Validation Procedures.

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 Control and Validation Procedures is an addressable implementation specification defined within the Facility Access Controls standard (164.310 (a)(1)) in the Physical Safeguards category of the HIPAA Security Rule.

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

PROCEDURES:

- Visitor control procedure

FORMS:

- Visitor Logbook

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)).