


**GUAM MEMORIAL HOSPITAL AUTHORITY  
ADMINISTRATIVE MANUAL**

<b>APPROVED</b>	<b>RESPONSIBILITY</b>	<b>EFFECTIVE DATE</b>	<b>NUMBER</b>	<b>PAGE</b>
	Information Technology Administrator (HIPAA Security Officer)	12/2004	6420-44	1 of 2
<b>TITLE: UNIQUE USER IDENTIFICATION POLICY</b>				

**PURPOSE:**

The purpose is to assign a unique name and/or number for identifying and tracking user identity. This is a standard required under the Technical 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, as well as all facilities, which process, store or transmit electronic protected health information (ePHI).

**POLICY:**

Each individual that accesses sensitive information, such as ePHI, via computer at Guam Memorial Hospital Authority will be granted some form of unique user identification, such as a login ID. At no time will any workforce member allow anyone else to use their unique ID. Likewise, at no time will any workforce member use anyone else's ID.

Guam Memorial Hospital Authority will develop a standard convention for assigning unique user identifiers.

Guam Memorial Hospital Authority will maintain a secure record of unique user identifiers assigned.

Guam Memorial Hospital Authority will track individual activities and record events as required by policies such as Audit and Information System Activity Review.

**RESPONSIBILITIES:**

The HIPAA Security Officer, under the delegated authority of the Hospital Administrator, will be responsible for ensuring the implementation of the requirements of Unique User Identification Policy.

**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

Unique User Identification is a Required Implementation Specification defined within the Access Control standard (164.312 (a)(1)) in the Technical 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)).