


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

APPROVED	RESPONSIBILITY	EFFECTIVE DATE	NUMBER	PAGE
	Information Technology Administrator (HIPAA Security Officer)	12/2004	6420-45	1 of 2
TITLE: EMERGENCY ACCESS PROCEDURES POLICY				

PURPOSE:

The purpose is to establish and implement as necessary electronic emergency access to protected health information (ePHI) during an emergency. 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:

Guam Memorial Hospital Authority will establish an Emergency Access Procedure for gaining access to sensitive information, such as ePHI, during an emergency. Extraordinary care in safeguarding and documenting the use of the information will be exercised during this procedure. The configuration of emergency access controls will be consistent with approved authorizations.

Guam Memorial Hospital Authority will identify the necessary ePHI that would need to be obtained during an emergency. Such information will be consistent with that identified under Contingency Operations.

Guam Memorial Hospital Authority will test the emergency access controls to ensure availability and the appropriate restrictions.

In the event of an emergency, a record will be maintained of systems and ePHI accessed.

RESPONSIBILITIES:

The HIPAA Security Officer, under the delegated authority of the Hospital Administrator, will be responsible for ensuring the implementation of Emergency Access Procedure.

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

Emergency Access Procedure 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)).