

URI HIPAA SECURITY POLICY – IMPLEMENTATION SPECIFICATION #14B

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| Title: | EMERGENCY ACCESS PROCEDURE | Purpose & Background | See Memo Entitled "HIPAA at URI: Introduction to HIPAA and an Overview of HIPAA Implementation at URI" available online at the URI HIPAA website |
| Originator (Responsible Department/ Unit): | URI HIPAA Compliance Oversight Committee | Effective Date: | 05/22/2018 |
| Applies to: | All URI Departments and Units Designated as HIPAA "Covered Components" and "Business Associate Components" | Revised Date(s): | |

Purpose:

This implementation specification reflects URI's commitment to have an emergency access procedure enabling authorized workforce members to obtain required EPHI during an emergency.

Specification:

URI Covered Entities must have a formal, documented emergency access procedure enabling authorized workforce members to obtain required EPHI during an emergency.

Procedure:

The following safeguards must be implemented to satisfy the requirements of this implementation specification:

1. URI Covered Entities must have a formal, documented emergency access procedure enabling authorized workforce members to obtain required EPHI during an emergency. At a minimum, the procedure must:
 - Identify and define manual and automated methods to be used by authorized URI Covered Entity workforce members to access EPHI during an emergency.
 - Identify and define appropriate logging and auditing that must occur when authorized URI Covered Entities workforce members access EPHI during an emergency.

HIPAA REGULATORY REFERENCE: 45 CFR 164.312(a)(2)(ii)

HIPAA SECURITY REGULATION IMPLEMENTATION SPECIFICATION LANGUAGE: *"Establish (and implement as needed) procedures for obtaining necessary EPHI during an emergency."*