

URI HIPAA SECURITY POLICY – IMPLEMENTATION SPECIFICATION #4A

Title:	ACCESS AUTHORIZATION	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 a formal documented process for authorizing appropriate access to URI information systems containing EPHI.

Specification:

URI Covered Entities must have a formal documented process for granting and authorizing appropriate access to URI information systems containing EPHI. This process must be conducted by appropriate information system stewards/owners.

Procedure:

The following standards and safeguards must be implemented to satisfy the requirements of this standard:

1. URI Covered Entities must have a formal documented process for granting access to URI information systems that contain EPHI. At a minimum, the process must include:
 - Procedure for granting access to URI information systems containing EPHI.
 - Procedure for tracking and logging authorization of access to URI information systems containing EPHI.
 - Procedure for regularly reviewing and revising, as necessary, authorization of access to URI information systems containing EPHI. Reviews should be accomplished at intervals that meet URI's requirements.
2. URI information system stewards/owners or their chosen delegates must define and authorize all access to URI information systems containing EPHI that is entrusted to them. Such information system stewards/owners and delegates must be formally designated and documented.
3. Access to URI information systems containing EPHI must be authorized only for URI workforce members having a need for specific information in order to accomplish a legitimate task. Access must not be allowed until properly authorized. All such access must be defined and documented as specified in the Access Establishment and Modification Implementation Specification. Such access must also be regularly reviewed and revised as necessary.

HIPAA REGULATORY REFERENCE: 45 CFR 164.308(a)(4)(ii)(A)

HIPAA SECURITY REGULATION IMPLEMENTATION STANDARD LANGUAGE: *"Implement policies and procedures for granting access to EPHI, for example, through access to a workstation, transaction, program, process, or other mechanism."*