

URI HIPAA SECURITY POLICY #14

Title:	ACCESS CONTROLS FOR ELECTRONIC INFORMATION SYSTEMS	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):	

POLICY:

URI Covered Components must implement access control mechanisms for information systems that contain EPHI only to those persons and software programs that have been granted access rights.

Procedure:

The following implementation specifications and safeguards must be implemented to satisfy the requirements of this policy:

1. As defined in URI's **Unique User Identification Implementation Specification (14A)**, access to URI Covered Components information systems must be via user identifiers that uniquely identify workforce members and enable activities with each identifier to be traced to a specific person or entity.
2. As defined in URI's **Emergency Access Procedure Implementation Specification (14B)**, URI Covered Components must have a formal, documented emergency access procedure enabling authorized workforce members to obtain required EPHI during an emergency.
3. As defined in URI's **Automatic Logoff Implementation Specification (14C)**, URI electronic information and computing systems must automatically terminate electronic sessions when such sessions are not in use. If sessions cannot be terminated automatically, the workstations must be automatically locked after a period of inactivity.
4. As defined in URI's **Encryption and Decryption Implementation Specification (14D)**, where necessary, appropriate encryption must be used to protect the confidentiality, integrity and availability of EPHI contained on URI Covered Components information systems.

HIPAA REGULATORY INFORMATION

CATEGORY: Technical Safeguards

TYPE: Standard

HIPAA HEADING: Access Control

REFERENCE: 45 CFR 164.310(d)(1)

SECURITY REGULATION STANDARDS LANGUAGE: *"Implement technical policies and procedures for electronic information systems that maintain electronic protected health information to allow access only to those persons or software programs that have been granted access rights"*