

URI HIPAA SECURITY POLICY #3

Title:	WORKFORCE SECURITY	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:

Only properly authorized workforce members are provided access to information systems containing EPHI. The type and extent of access authorized to URI information systems containing EPHI must be based on review by the system owners/stewards or their designated delegates. Access to URI information systems containing EPHI must be granted only to properly trained URI workforce members who have a need for EPHI in order to accomplish a legitimate task.

Procedure:

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

1. As defined in URI's **Authorization and/or Supervision Implementation Specification (3A)**, URI Covered Components must ensure that all workforce members who have the ability to access URI information systems containing EPHI are appropriately authorized or supervised.
2. As defined in URI's **Workforce Clearance Implementation Specification (3B)**, URI workforce members who will have access to EPHI must be adequately screened during the hiring process, including background checks.
3. As defined in URI's **Termination Procedures Implementation Specification (3C)**, URI Covered Components must maintain a standard process (that includes documentation showing adherence to that process), for terminating access to EPHI when the employment of a workforce member who had access to EPHI ends.

HIPAA REGULATORY INFORMATION

CATEGORY: Administrative Safeguards

TYPE: Standard

HIPAA HEADING: Workforce Security

REFERENCE: 45 CFR 164.308(a)(3)

SECURITY REGULATION STANDARDS LANGUAGE: *"Implement policies and procedures to ensure that all members of its workforce have appropriate access to electronic protected health information, as provided under paragraph (a)(4) of this section, and to prevent those workforce members who do not have access under paragraph (a)(4) of this section from obtaining access to electronic protected health information."*