URI HIPAA SECURITY POLICY #4

Title:	INFORMATION ACCESS MANAGEMENT	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 have a standard process (which includes documentation showing adherence to that process), for authorizing appropriate access to URI information systems containing EPHI.

URI workforce members must not be allowed access to information systems containing EPHI until properly authorized.

Appropriate URI information system owners/stewards or their chosen delegates must define and authorize all access to URI information systems containing EPHI.

Access to URI information systems containing EPHI must be authorized only for URI workforce members who have a need for specific information in order to accomplish the work responsibilities of their specific jobs. Such access must also be regularly reviewed and revised as necessary. Reviews should be accomplished at intervals that meet the Statewide Information Security Standards, and other applicable governing directives.

Procedure:

The following implementation specifications and safeguards must be implemented to satisfy the requirements of this policy:
1. URI Covered Components must have a standard process (which includes documentation showing adherence to that process), for authorizing appropriate access to its information systems containing EPHI, as specified in URI's **Access Authorization Implementation Specification (4A).**
2. URI Covered Components must have a standard process (which includes documentation showing adherence to that process) for establishing, reviewing, and modifying access to its information systems containing EPHI, as specified in URI's **Access Establishment and Modification Implementation Specification (4B)**.

HIPAA REGULATORY INFORMATION

CATEGORY: Administrative Safeguards
TYPE: Standard
HIPAA HEADING: Information Access Management
REFERENCE: 45 CFR 164.308(a)(4)
SECURITY REGULATION STANDARDS LANGUAGE: *"Implement policies and procedures for authorizing access to electronic protected health information that are consistent with the applicable requirements of subpart E of this part."*