
HIPAA Security – Information Access Management

AD.HS25

POLICY:

Access to electronic protected health information (PHI) is authorized, established, maintained and modified based on the minimum amount of PHI necessary for hospice co-workers to perform their jobs effectively.

PROCEDURE:

1. Authorization to access electronic PHI is consistent with Lifesong Hospice and Palliative Care’s documented determinations of the minimum amount of protected health information needed by a co-worker to perform his/her job effectively.
2. After access privileges have been authorized, a user account is established that enables a co-worker to access electronic protected health information and the hospice’s information systems as appropriate to his/her job function.
3. Documentation is maintained of all user accounts and authorized access privileges.
4. Reviews of access rights and user accounts are conducted at regular intervals to ensure continued appropriateness of accounts and levels of access.
5. Access privileges are modified or revoked whenever a user’s job function or access needs change. Modifications to user accounts are not made without appropriate authorization.
6. Access privileges are revoked when a user is no longer employed by the hospice. This revocation occurs on the effective date of the user’s end of employment or sooner if warranted by circumstances.

Created:	Reviewed:	Revised:	Effective:
05/2018	11/2018		4/2019