



Oklahoma State University

Title: Authorization and/or Supervision	Policy #: SEC-02.01
Category: HIPAA Compliance	Authority: 45 CFR § 164.308(a)(3)(i) HIPAA SECTION:
Standard: Workforce Security	Responsibility: Health Care Components
Effective Date: 4/20/2005	Page 1 of 1
Approved By: OSU Legal Counsel	Revised: 7/1/2013

PURPOSE:

To ensure employees have proper access to EPHI

POLICY:

OSU will implement procedures for the authorization and/or supervision of workforce members who work with electronic PHI or in locations where it might be accessed. *§164.308(a)(3)(i)*

PROCEDURE:

All employee access to PHI has to be approved by the HIPAA Compliance Office.

All employees who have need to work with PHI as part of their official job duties, will have to request access to the PHI using the official EHR Account Request Form currently found on Centernet.

It is the Supervisor of the employee's responsibility to ensure this request is made.

Access that is needed outside of the scope of the Account Request Form will need to be made in writing (Paper or Electronic) to the HIPAA Compliance Office for approval.

REFERENCE:

Policy SEC-04.02 Access Authorization