



Oklahoma State University

Title: Termination Procedures	Policy #: SEC-02.03
Category: HIPAA Compliance	Authority: 45 CFR § HIPAA SECTION: 164.308(a)(3)(ii)(C)
Workforce Security Standard	Responsibility: Health Care Components
Effective Date: 4/20/2005	Pages: Page 1 of 1
Approved by: OSU Legal Counsel	Revised: 7/1/2013

PURPOSE:

To ensure that all PHI is protected as required by HIPAA Privacy and Security rules, OSU is establishing what must occur when an employee no longer works for OSU.

POLICY:

OSU will implement procedures for terminating access to electronic protected health information when the employment of, or other arrangement with, a workforce member ends or as required by determinations made as specified in the Workforce Clearance Policy (SEC-02.02). §164.308(a)(3)(ii)(C)

All employees who separate from OSU are required to turn in all tools of access to buildings and other areas during the exit interview or as otherwise arranged. All access to electronic devices and computer media will be disabled immediately.

PROCEDURE:

1. Supervisors will notify the Office of Human Resources regarding employee separation within 24 hours for voluntary separation. Notification will be immediate when separation is involuntary. The supervisor will follow the Employee Separation Procedure as dictated by the Office of Human Resources.
2. Supervisors will notify the HIPAA Compliance Office, OSU I.T. and OSU Security/Campus Police upon notice that an employee will be separating from the institution whether it be voluntary or involuntary. The supervisor will follow the Employee Separation Procedure as dictated by the Office of Human Resources.

REFERENCE:

Human Resources Employee Separation Procedures
Employee Termination Checklist