



Oklahoma State University

Title: Access Authorization	Policy #: SEC-03.02
Category: HIPAA Compliance	Authority: 45 CFR § 164.308(3)(ii)(A)(B) HIPAA SECTION: 164.308(a)(4)(ii)(B)
Standard: Information Access Management	Responsibility: Health Care Components
Effective Date: 4/20/2005	Page 1 of 1
Approved by: OSU Legal Counsel	Revised: 7/1/2013

PURPOSE:

To identify the proper steps and process for Access Authorization.

POLICY:

OSU will implement policies and procedures for granting access to electronic protected health information, for example, through access to a workstation, transaction, program, process, or other mechanism.

PROCEDURE:

All OSU employees who need access to electronic protected health information as assigned in their job description will only have access to the minimum necessary to do their job.

The supervisor of the employee is the one who will determine what level of access is needed.

The supervisor will then follow the steps outlined in SEC-03.03 Access Establishment & Modification for actual account request.

The HIPAA Compliance Office and the Change Control Committee will regularly audit the levels of access of the various systems to ensure the minimum necessary standard is met.

REFERENCE:

SEC-03.03 Access Establishment and Modification

OSU Confidentiality Agreement

PRV-07.03 Minimum Necessary Uses of Protected Health Information