



## Oklahoma State University

<b>Title: Access Establishment and Modification</b>	<b>Policy #: SEC-03.03</b>
<b>Category: HIPAA Compliance</b>	<b>Authority: 45 CFR § HIPAA SECTION: 164.308(a)(4)(ii)(C)</b>
<b>Standard: Information Access Management</b>	<b>Responsibility: Health Care Components</b>
<b>Effective Date: 4/20/2005</b>	<b>Page 1 of 2</b>
<b>Approved by: OSU Legal Counsel</b>	<b>Revised: 7/1/2013</b>

### PURPOSE:

Access Establishment and Modification

### POLICY:

OSU will implement policies and procedures that, based upon OSU's access authorization policies, establish, document, review, and modify a user's right of access to a workstation, transaction, program, or process.

### PROCEDURE:

All OSU-CHS employees who wish to have access to any computer system that contains PHI, will fill out the EMR/Practice Management Account Request Form found here: <http://www.osu-tulsa.okstate.edu/it/chs/arf.php>

1. After employee has an active Okey account, the supervisor shall fill out the form for the employee.
2. The supervisor shall pick which system(s) the employee needs access to.
3. The supervisor shall select which level of security for each system the employee needs.
4. Depending on the system and level of security chosen, a reason why that level of access is needed.
5. Once completed, the form **must** be printed out and signed by **both** employee and supervisor.
6. The form will then be faxed to the HIPAA Compliance Office at the fax number listed on the form.
7. Delivering the form in person, or via inter-department mail is also acceptable.

Upon receiving the completed and signed form, the HIPAA Compliance Office will either approve or deny access. If there is a denial, it is not required that the employee be notified of the denial or the reason thereof.

Once the HIPAA Compliance Office approves access to the various systems, the Office will notify I.T. of the approval and then I.T. will either create the new access or forward the request on to the individual who is in charge of new account creation or modification for the various systems that OSU-CHS uses.



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If an employee needs a change/modification in security for one of the various systems, the same steps outlined above are to be followed.

If the form is received by the HIPAA Compliance Office and it is not complete, or does not contain the two required signatures, the HIPAA Compliance Office shall not approve any access until the form is completed in its entirety. If a form is received and contains one person's signature twice for both the employee and supervisor, access will be denied.

The HIPAA Compliance Office will keep a copy of all requests on paper and/or electronically.

### **REFERENCE:**

- Access Authorization
- OSU Confidentiality Agreement