



Oklahoma State University

Title: Unique User Identification	Policy #: SEC-12.01
Category: HIPAA Compliance	Authority: 45 CFR § 164.312(a)(2)(i) HIPAA SECTION:
Standard: Access Control	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 each OSU employee has their own computer account

POLICY:

OSU will assign a unique name and/or number for identifying and tracking user identity. *§164.312(a)(2)(i)*

Each OSU employee will use their own user specific computer account to access systems containing ePHI.

PROCEDURE:

Practice Management, Electronic Medical Records and other systems utilizing ePHI.

1. Unique user identification is created in the software for each employee as described in the Access Authorization policy.
2. For authentication to Windows and the network, users will use their active directory log-in or Okey Account.
2. The user then logs into the software with their unique user-id.
3. For procedures in maintaining a secure computer account see Password Guidelines.
4. Procedures for tracking user logons can be found in Log-in Monitoring.

REFERENCE:

Access Authorization
Password Guidelines
Log-in Monitoring