



## Oklahoma State University

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| <b>Title: Emergency Access Procedure</b> | <b>Policy #: SEC-12.02</b>                                      |
| <b>Category: HIPAA Compliance</b>        | <b>Authority: 45 CFR §<br/>HIPAA SECTION: 164.312(a)(2)(ii)</b> |
| <b>Standard: Access Control</b>          | <b>Responsibility: Health Care Components</b>                   |
| <b>Effective Date: 4/20/2005</b>         | <b>Pages: Page 1 of 1</b>                                       |
| <b>Approved By: OSU Legal Counsel</b>    | <b>Revised: 7/1/2013</b>  |

### **PURPOSE:**

Provide guidelines on how to access EPHI during an emergency.

### **POLICY:**

OSU will establish (and implement as needed) procedures for obtaining necessary electronic protected health information during an emergency. *§164.312(a)(2)(ii)*

During an emergency, alternative means of accessing necessary ePHI will be made available to clinic and financial staff.

### **PROCEDURE:**

If a single clinic is without access, other clinic locations will be designated to provide access to records and financial information. Primary clinical and financial information can be accessed at an available site and communicated back to the limited location. Based on the expected duration of inaccessibility, patients can be rescheduled to other locations or triaged. If all clinics are without access, but the server is available, designated personnel will provide requested ePHI in printed format. Operational information about scheduling is available via preprinted schedules.

In the event of a major emergency, the systems vendor will be contacted to develop an alternate method of accessing ePHI.

OSU will revert to Emergency Mode Operations in the event of a Major Emergency, such as a natural disaster.

### **REFERENCE:**

Disaster Recovery