**POLICY & PROCEDURES**

***Defining the Overall Approach toward Meeting a Requirement***

### **Information Access Management §164.308(a)(4)(ii)(B)**

### **Effective Date:** <Month Day, Year>

### **Policy Number:** <If applicable> **Rev.** 0

**Policy:** Our workforce members must not be allowed access to information systems containing ePHI until properly authorized. Access to our information systems containing ePHI must be authorized only for our workforce members having a specific need for specific information in order to accomplish a legitimate task. Our workforce members must not attempt to gain access to our information systems containing ePHI for which they have not been given proper authorization.

**Procedures:** We will assess each job in our office and then authorize proper access to our information systems containing ePHI for each of our workforce member. This access will be granted according to the specific need for the employee to accomplish a legitimate task.

**Details:** The information access management procedures include but are not limited to:

* Access to information systems, servers, networks and operational environments containing ePHI is limited to those individuals having a need to perform job-related tasks.
* Workforce members are not allowed access to information systems containing ePHI until properly authorized.
* Workforce members needing access to operational systems or to systems that may contain ePHI data must be approved by their supervisor.
* Verbal or written access requests and revisions to the request must include information such as:
* Workforce member name
* Level of access
* List of the systems, data, documents or services to be accessed
* Documentation (e.g. on-boarding checklist, access requests) of the practices in place will be retained as evidence of compliance.

**Location of supporting documentation:** If so, identify the document and location it is stored here.

## REVISION HISTORY

| Revision | Date | Initiator | Nature of Change |
| --- | --- | --- | --- |
| 0 |  |  | Initial draft |
| 1 |  |  |  |