**POLICY & PROCEDURES**

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

### **Unique User Identification §164.312(a)(2)(i)**

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

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

**Policy:** Our information systems containing ePHI must be able to grant users access through unique identifiers that identify workforce members or users, and allow activities performed on information systems to be traced back to a particular individual through tracking of their unique identifier. This will enable the organization to hold users accountable for functions performed on information systems when logged into those systems.

**Procedures:** Users will be granted access toinformation systems containing ePHI through unique identifiers that identify our workforce members and allow their activities to be tracked. Our workforce members must protect their user login identification and report when it has been compromised. We will prohibit generic login identifications to access ePHI where technically feasible.

**Details:** The unique user identificationprocedures include but are not limited to:

* All workforce members will be assigned a unique login identification string to identify and track each user for the purpose of access control to all information systems containing ePHI.
* Group, generic, or shared login identifications assigned to workforce members, if any, must not be used to access ePHI where technically feasible.
* Workforce members must ensure that their user login identification is not documented or exposed in an insecure manner.
* Workforce members will not allow anyone to use their login identification or password for any reason. This includes supervisors, coworkers and family members.
* When a workforce member believes their user login identification has been comprised, a security incident must be reported their supervisor, who will contact the Security Official.
* Documentation (e.g. user login identification activity audit reports) 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 |  |  |  |