**POLICY & PROCEDURES**

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

### **Access Establishment and Modification §164.308(a)(4)(ii)(C)**

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

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

**Policy:** Only properly authorized and trained workforce members may access our information systems containing ePHI. We must review this access regularly. Access to our information systems containing ePHI is limited to our workforce members who have a need for specific ePHI in order to perform their job responsibilities. Workforce members will not provide access to our information systems to unauthorized persons.

**Procedures:** We establish access to our information systems for workforce members who have a need for specific ePHI in order to perform their job responsibilities. This access is reviewed periodically and modified if necessary. Our workforce members will not provide access to unauthorized persons.

**Details:** The access establishment and modification procedures include but are not limited to:

* The workforce member’s supervisor is responsible for notifying the Security Official of information system access add, modify and delete requests.
* Approved access requests are implemented as soon as practicable by authorized personnel.
* When the job responsibilities of a workforce member change significantly, access to computer programs and workstations will be reevaluated by the workforce member’s supervisor.
* 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 |  |  |  |