**POLICY & PROCEDURES**

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

### **Emergency Access Procedures §164.312(a)(2)(ii)**

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

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

**Policy:** We must have a documented emergency access procedure that grants workforce members access to necessary ePHI in the event of an emergency. If this situation occurs, access must be authorized by our Security Official immediately.

**Procedures:** If a workforce member’s access to ePHI is prevented due to an account login, authentication or authorization problem and the situation is deemed an emergency, the Security Official will be responsible for obtaining necessary ePHI access during the emergency.

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

* In the event of an emergency, the Security Official will be responsible for obtaining necessary ePHI access during an emergency.
* Any instance that requires an emergency access process to be implemented will be communicated to management in a timely manner.
* The Security Official will determine who should be granted access, assuming no workforce members with access are available, and temporarily provide access during the emergency.
* The Security Official will remove the temporary access granted as soon as the emergency is resolved.
* Documentation (e.g. policies and procedures) 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 |  |  |  |