**POLICY & PROCEDURES**

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

### **Authorization and Supervision §164.308(a)(3)(ii)(A)**

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

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

**Policy:** We must ensure that all workforce members and third party persons who can access our information systems containing ePHI are appropriately authorized to access the system or supervised when they do so. We must ensure that the confidentiality, integrity, and availability of ePHI on our information systems is maintained by preventing unauthorized access to ePHI.

**Procedures:** We will ensure that all of our workforce members receive access to specific information systems and ePHI in order to accomplish their jobs. Third parties are not permitted access to our ePHI unless access is granted by our Security Official.

**Details:** The authorization and supervision procedures include but are not limited to:

* Define levels of access to information systems containing ePHI based on the Privacy Rule’s “minimum necessary” requirement, ensuring that all workforce members have adequate access to perform their tasks, and yet protect against unnecessary access.
* Implement the defined levels of access in the information system(s).
* Communicate the levels of access to workforce members authorized (i.e. hiring supervisors) to assign access.
* Maintain job descriptions that: 1) identify the position’s supervisor and 2) correlate the job role and responsibilities to the level of access necessary to accomplish their job.
* Retain documentation (e.g. online access levels, job descriptions) of the practices in place 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 |  |  |  |