Access Control Policy

Policy ID: AC-001  
Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Owner: IT Security Team

# Purpose

To ensure that access to electronic protected health information (ePHI) is restricted to authorized users.

# Scope

Applies to all employees, contractors, and third-party users accessing systems that store or process ePHI.

# Policy Statements

- Unique user IDs must be assigned.  
- Shared accounts are prohibited.  
- Inactivity timeout is set to 15 minutes.  
- Access must be revoked immediately upon termination.

# Enforcement

Violations may result in disciplinary action, including termination and legal penalties.