HIPAA POLICIES AND PROCEDURES

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| **Policy Title:**  Information Access Management Policy  **ID:** InformationAccessManagement  Policy**07162015**  **rev: 0.8** | | **Approval Date:**  00/00/0000  **Effective Date:** 00/00/0000  **Revisited date:** 00/00/0000 |
| **Subject:** Determine the responsibility and scope of access management for electronic personal health information for this covered entity. | | |
| **Primary Responsible Departments and/or BAA:**   Security / Compliance | | **Review Frequency:**  **Last Review:** 00/00/0000  **Next Review:** 00/00/0000 |
| **Secondary Responsible Departments and/or BAA:**  Administration | |

**Scope:** Workforce

**Purpose:**  
To comply with all applicable laws, regulations and our own policies this policy covers the assigned security responsibility.

**Authoritative Reference:**

45 CFR §164.308 (a) 4

**Policy Definitions:**

1. **Isolating health care clearinghouse functions**: This covered entity is not itself a clearinghouse and clearinghouse functions must be provided by another BAA’s to keep this framework in compliance. See the Google BAA for additional information.
2. **Access Authorization**: This covered entity must have policies and procedures to ensure proper access using proper controls as detailed in these policies. For a more in depth look at specific aspects of the access authorization process see our Google BAA, Access Controls Policy, Workstation Use Policy, Facilities Access Controls Policy, Information Integrity Policy, Workforce Security Policy, Device and Media Control Policy and other related policies that establish the access framework.
3. **Access establishment and modification:** This covered entity must have administratively feasible policies and procedures to ensure a user accessing EPHI is properly monitored and using proper methods. For a more in depth look at specific aspects of the access establishment and modification process our Google BAA, Access Controls Policy, Workstation Use Policy, Facilities Access Controls Policy, Information Integrity Policy, Workforce Security Policy, Device and Media Control Policy and other related policies that establish the access framework.

**Related Policies and Procedures:**

**Administrative:**

HIPAA Security Management Root Process

HIPAA Assigned Security Responsibility  
HIPAA Workforce Security

HIPAA Information Access Management

HIPAA Security Awareness and Training

HIPAA Security Incident Procedures

HIPAA Contingency Plan

HIPAA Evaluation

**Physical:**

HIPAA Device and Media Control Policy

HIPAA Facility Access Control Policy

**Technical:**

HIPAA Access Control Policy

HIPAA Audit Policy

HIPAA Authentication Policy

HIPAA Workstation Use Policy

HIPAA Workstation Security Policy

HIPAA Information Integrity Policy

HIPAA Transmission Security Policy

**BAA’s and Other Agreements:**

HIPAA Business Associate and Other Agreement Policy  
Google BAA