HIPAA POLICIES AND PROCEDURES

|  |  |  |
| --- | --- | --- |
| **Policy Title:**  Workforce Security Policy  **ID:** WorkforceSecurity**07142015**  **rev: 0.8** | | **Approval Date:**  00/00/0000  **Effective Date:** 00/00/0000  **Revisited date:** 00/00/0000 |
| **Subject:** Policy for the clearance, supervisions and termination of our workforce in a secure manner with relation to PHI and EPHI. | | |
| **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) 3

**Policy Definitions:**

1. **Authorization and Supervision:** Workforce members must adhere to these policies and procedures to ensure proper authorization and supervision / monitoring takes place while interacting with electronic personal health information (EPHI).
2. **Workforce Clearance Procedure:** Workforce members that interact with EPHI must undergo an administratively feasible background check and review process prior to interacting with EPHI on behalf of this Covered Entity (CE).
3. **Termination Procedure:** Workforce members, upon termination must have access to PHI/EPHI and other sensitive materials tied to their unique user identifier (UUID) immediately and completely revoked.

**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