I. PURPOSE

This policy reflects East Carolina University’s commitment to have a formal documented process for authorizing appropriate access to ECU information systems containing EPHI.

II. AUTHORIZATION AND ENFORCEMENT

Health Care component management and/or administrator(s) are responsible for monitoring and enforcing this policy, in consultation with the ECU IT Security Officer, ECU HIPAA Security Officer, and ECU HIPAA Privacy Officer.

III. POLICY

ECU Health Care Components must have a formal documented process for authorizing appropriate access to ECU information systems containing EPHI.

ECU workforce members must not be allowed access to information systems containing EPHI until properly authorized.

Appropriate ECU information system owners/stewards or their chosen delegates must define and authorize all access to ECU information systems containing EPHI. Such information system owners/stewards and delegates must be formally designated and documented.

Access to ECU information systems containing EPHI must be authorized only for ECU workforce members who have a need for specific information in order to accomplish the
work responsibilities of their specific jobs. Such access must also be regularly reviewed and revised as necessary. Reviews should be accomplished at intervals that meet the Statewide Information Security Standards, and other applicable governing directives.

IV. APPLICABILITY

This policy is applicable to all workforce members who are responsible for or otherwise administer a healthcare computing system. A healthcare computing system is defined as a device or group of devices that store EPHI which is shared across the network and accessed by healthcare workers.

V. PROCEDURE

The following standards and safeguards must be implemented to satisfy the requirements of this policy:

1. ECU Health Care Components must have a formal documented process for authorizing appropriate access to its information systems containing EPHI, as specified in the Access Authorization Standard.

2. ECU Health Care Components must have a formal, documented process for establishing, documenting, reviewing, and modifying access to its information systems containing EPHI, as specified in the Access Establishment and Modification Standard.

VI. COORDINATING INSTRUCTIONS

1. All section policies, standards and procedures will be reviewed annually. Every section policy, standard and procedure revision/replacement will be maintained for a minimum of six years from the date of its creation or when it was last in effect, whichever is later. Other East Carolina University, University of North Carolina system, or state of North Carolina requirements may stipulate a longer retention.