I. PURPOSE

This standard reflects East Carolina University’s commitment to ensure that all workforce members have appropriate authorization to access 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. STANDARD

The background of all ECU Health Care Component workforce members must be adequately reviewed during the hiring process.

ECU Health Care Component must identify the level of access required by all ECU workforce members who access ECU information systems containing EPHI.

When defining an organizational position, the ECU Health Care Component must identify and define both the security responsibilities of and level of supervision required for the position.
IV. APPLICABILITY

This standard 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 standard:

1. ECU Health Care Component must identify the appropriate level of access required by all ECU workforce members who access ECU information systems containing EPHI. Such access must be formally documented and securely maintained.

2. The background of all ECU workforce members must be adequately reviewed during the hiring process. Verification checks include, but are not limited to character references and criminal background checks.

3. When defining a position, the ECU Health Care Component and the hiring manager must identify the security responsibilities and supervision required for the position. Security responsibilities include general responsibilities for implementing or maintaining security, as well as any specific responsibilities for the protection of the confidentiality, integrity, or availability of ECU information systems or processes.

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.