I. PURPOSE

This standard 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. STANDARD

ECU Health Care Components must have a formal documented process for granting and authorizing appropriate access to ECU information systems containing EPHI. This process must be conducted by appropriate information system stewards/owners.

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 safeguards must be implemented to satisfy the requirements of this standard:

1. ECU Health Care Components must have a formal documented process for granting access to ECU information systems that contain EPHI. At a minimum, the process must include:
   - Procedure for granting access to ECU information systems containing EPHI.
   - Procedure for tracking and logging authorization of access to ECU information systems containing EPHI.
   - Procedure for regularly reviewing and revising, as necessary, authorization of access to ECU information systems containing EPHI. Reviews should be accomplished at intervals that meet the Statewide Information Security Standards, and other applicable governing directives.

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

3. Access to ECU information systems containing EPHI must be authorized only for ECU workforce members having a need for specific information in order to accomplish a legitimate task. Access must not be allowed until properly authorized. All such access must be defined and documented as specified in the Access Establishment and Modification Standard. 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.

4. ECU workforce members must not willfully attempt to gain access to ECU information systems containing EPHI for which they have not been given proper authorization.

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.