East Carolina University  
HIPAA Security Standards

Subject: Emergency Access Procedure  
Coverage: ECU Health Care Components

Summary Table:

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<th>HIPAA Security Rule Language:</th>
<th>“Establish (and implement as needed) procedures for obtaining necessary EPHI during an emergency.”</th>
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<td>Regulatory Reference:</td>
<td>45 CFR 164.312(a)(2)(ii)</td>
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I. PURPOSE

This standard reflects East Carolina University’s commitment to have an emergency access procedure enabling authorized workforce members to obtain required EPHI during an emergency.

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 emergency access procedure enabling authorized workforce members to obtain required EPHI during an emergency.

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 emergency access procedure enabling authorized workforce members to obtain required EPHI during an emergency. At a minimum, the procedure must:

   - Identify and define manual and automated methods to be used by authorized ECU Health Care Component workforce members to access EPHI during an emergency.
   - Identify and define appropriate logging and auditing that must occur when authorized ECU Health Care Components workforce members access EPHI during an emergency.

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 period.