POLICY STATEMENT

Health Information Technology (HIT) is committed to maintaining a stable, secured computing environment. In order to maintain a secured environment, the active participation of all users of the Human Health Affairs domain to secure the network is required. To ensure the security of the network, all departments, units, administrators, and clinic managers must immediately notify HIT of all terminations, whether voluntary, involuntary, or temporary.

All accounts that are used by the Account Holder must be listed. These include the network account, Electronic Medical Record account and Centricity Business account as well as any other account not listed that is maintained by HIT.

PROCEDURE

Voluntary Termination/Planned Leave

1. Inform HIT of any departure of a HealthTeam Account Holder by filling out IS 5, attachment 1 which will provide the date and time the access to network is to be revoked.

2. Ensure that Account Holder accounts are disabled by the date and time specified by the notifying department.

3. Will keep the IS 5, attachment 1 for one year following the employee’s termination date.

4. Will keep the account locked with all personal network storage files and Outlook data for 30 days.

5. If requested by the Account Holder, all personal network storage files and Outlook data will be burned to CD prior to deletion of account and associated files and mailed to User.
Involuntary Termination/Suspension

6. Department informs HIT of the immediate departure of User via Help Desk and faxing a signed IS 5, attachment 1 to HIT.

7. HIT will disable account immediately upon request.

8. Will keep the account locked with all personal network storage files and Outlook data for 30 days.

9. If requested by the Account Holder, all personal network storage files and Outlook data will be burned to CD prior to deletion of account and associated files and mailed to User.

10. In the case of suspension, HIT will keep the account locked with all personal network storage files and Outlook data until the suspension is removed and the Account Holder returned to active.

Departments, Units, Administrators, Clinic Managers

HIT Security Officer