**PS— A (1 & 2) Facility Access Controls**

***Purpose***

To implement policies and procedures to limit physical access to its electronic information systems and the facility or facilities in which they are housed, while ensuring that properly authorized access is allowed. 164.310(a)(1)

**Guidance**

To ensure that contingency procedures and authorization (See §164.308(a)(7)(i): Administrative Standards - Contingency Plan) include facility access.

**Contingency Operations**

Implementation: To establish (and implement as needed) procedures that allow facility access in support of restoration of lost data under the disaster recovery plan and emergency mode operations plan in the event of an emergency. 164.310(a)(2)(i)

**Access control and validation procedures**

Implementation: To develop procedures to control and validate a person’s access to facilities based on their role or function, including visitor control, and control of access to software programs for testing and revision. 164.310(a)(2)(iii)

* The access plan for facilities containing ePHI utilizes role- or function-based access control, including for visitors, service providers, and contractors.
* The role- or function-based access control and validation procedures are closely aligned with the facility security plan.
* The security plan for facilities containing ePHI includes key systems or electronic door access.
* Periodic (at least annual) review and implementation of termination procedures, which may include a review of key inventory or electronic door access, to ensure currency of access authorization.

**Maintenance Records**

Implementation: To develop policies and procedures to document repairs and modifications to the physical components of a facility, which are related to security (for example, hardware, walls, doors, and locks). 164.310(a)(2)(iv)

* Develop policy and procedure for maintaining a record of any maintenance repairs and modifications to physical components of a facility containing ePHI related to security, such as hardware, walls, doors, and locks.
* Documentation should contain appropriate detail for review, including date, repair and/or modification(s) made, and the contractor.
* Documentation should be stored securely.
* Identify party(ies) responsible for recording and maintaining these records.