**AS—03 Workforce Security**

***Purpose***

To ensure that access to ePHI is appropriate and secure in compliance with the HIPAA Security Rule. 164.308(a)(3)(i)

**Guidance**

* Implement policies and procedures to ensure that all members of its workforce have appropriate access to electronic protected health information, as provided under paragraph (a) (4) of this section, and to prevent those workforce members who do not have access under paragraph (a) (4) of this section from obtaining access to electronic protected health information.

**Authorization and/or supervision**

Implementation: Ensure procedures are in place for the authorization and/or supervision of workforce members who work with electronic protected health information or in locations where it might be accessed. 164.308(a)(3)(ii)(A)

* Determine which individuals are authorized to work with ePHI in accordance with a role-based approach.

**Workforce clearance procedure**

Implementation: Develop procedures to determine that the access of a workforce member to electronic protected health information is appropriate. 164.308(a)(3)(ii)(B)

* Review role definitions and assignments for appropriateness at least annually.
* Review access management procedures for appropriateness at least annually.

**Termination procedures**

Implementation: Develop procedures for terminating access to electronic protected health information when the employment of a workforce member ends or as required by determinations made as specified in paragraph (a) (3) (ii) (B) of this section. 164.308(a)(3)(ii)(C)

* Establish account maintenance procedures that ensure termination of accounts or change in access privileges for individuals who have been terminated or are no longer authorized to access ePHI.