

**DEPARTMENT OF PERSONNEL
& ADMINISTRATION**



HIPAA Policy No.	10
Current Effective Date	July 11, 2006
Original Effective Date	July 11, 2006
Approved by:	Jeffrey C. Schutt
Date:	7/11/06

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

FACILITY ACCESS

I. Purpose

To establish guidelines for limiting physical access to information systems containing electronic protected health information (ePHI) or through which ePHI can be accessed, and the facility or facilities in which those systems are housed.

II. Policy

Each Department of Personnel and Administration (DPA) facility housing information systems that contain ePHI or through which ePHI can be accessed must implement safeguards to protect the facility and its equipment from unauthorized physical access, tampering, and theft, including, where appropriate:

- procedures to control and validate a person's access to facilities based on their role or function;
- procedures for visitor control;
- procedures for control of access to software programs for testing and revision;
- 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); and
- procedures for allowing facility access in support of lost data under the disaster recovery plan and emergency mode operations plan in the event of an emergency.

III. Procedures

Unless otherwise specified by DPA's HIPAA Compliance Officer, each facility will develop its own procedures for complying with this policy, and will submit a copy of those procedures to the HIPAA Compliance Officer. The procedures must be reviewed on an annual basis, or more often if circumstances require. A copy of all changes must be submitted to DPA's HIPAA Compliance Officer. If no changes are made when the procedures are reviewed, the review must be documented and the HIPAA Compliance Officer must be notified by e-mail that a review was performed and no changes made.

IV. Definitions/Abbreviations

None

V. Revision History

<u>Date</u>	<u>Description</u>
July 11, 2006	Original document

VI. References/Citations

<u>Security Rule</u>	
45 CFR 164.310(a)(1)	Facility Access Controls
45 CFR 164.310(a)(2)(i)	Contingency Operations
45 CFR 164.310(a)(2)(ii)	Facility Security Plan
45 CFR 164.310(a)(2)(iii)	Access Control and Validation Procedures
45 CFR 164.310(a)(2)(iv)	Maintenance Records