Access to Protected Health Information

Supervisors will take appropriate measures to limit staff member access to those categories of protected patient information for which their individual access has been authorized.

Things You Need to Know:

1. When an employee transfers to your department you should always verify the level of access the employee currently has and confirm if this access is necessary in the current role and otherwise discontinue the un-needed access.

2. When you hire a new employee make certain the correct system access is requested for the role of the new employee.

3. If you are handling a termination of an employee ensure the employee’s system access is discontinued as appropriate.

4. Supervisors are responsible for reviewing the job code designation for each staff member and documenting the assignments for that individual during the annual performance evaluation process. The individual’s designation may be the same as the job code designation, or it may be customized to reflect the unique responsibilities of the individual.

5. Supervisors will take appropriate measures to limit a staff member’s access to those categories of protected patient information for which their individual access has been authorized.

Failure to abide by VUMC’s policies may lead to disciplinary action, up to and including termination.

IM 10-30.10  Access to Protected Patient Information by Job Role