

TITLE: Information Systems, Non-Employee Access

IDENTIFIER: S-FW-IM-3004

EFFECTIVE:APPROVED: Executive Cabinet
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 SMF: SC: 05/11 SCMC: 05/11
CSC: 05/11**KEYWORDS: Access, Data, Computer, Emergency, Privacy, Remote, Security, Termination, User Account, Reconfirmation, Identity, Identity Validation, Access Request Form, Non-Employee Access****I. PURPOSE**

This policy and supporting procedures establish requirements, roles and responsibilities, and define the process to request, authorize, and administer non-employees' access and entitlement privileges for Scripps network and clinical and business information systems. Administration of non-employee access includes: granting, maintaining, changing, monitoring, periodic reconfirmation, and terminating of information access privileges.

II. POLICY

- A. All access by non-employees to any Scripps computer and information technology resource is subject to this policy. Scripps computer resources include systems that are administered by Scripps or by a third party contracted by Scripps. Access privileges to Scripps information systems are dependent upon the initial and ongoing satisfaction of the requirements of this policy and procedures as well as *Mandatory Administrative Requirements for Non-employee Access to Scripps Information Systems* established in Attachment A.
- B. Types of Non-employees requiring varying degrees of access to Scripps information technology resources include Medical Staff, Service Agreement Contractors, Supplemental Staffing (Contracted Labor), Contract Patient Care staff, Volunteers, Students, Contracted Hospital-Based Physician Medical Groups' Third Party Billing Companies or Staff Members, employees of government agencies, and others as appropriate. See Attachment A of this Policy for *Mandatory Administrative Requirements for Non-employee Access to Scripps Information Systems*.
- C. Granting of Non-employee access is permitted only when all the following conditions are met:
1. Clear and justifiably valid Scripps business or clinical need exists.
 2. Access is supported by an executed written contract or agreement.
 3. Access is approved by an authorized designated Scripps sponsor.
 4. Identity of information technology resource user is validated by Scripps or designated party per contract by inspection of a valid government issued identification document such as an active driver's license or passport.

5. Unique identifier (PIN) for non-employee user is established by:
 - ◆ User providing the last four digits of their social security number (SSN) as a unique identifier and Month/Date of birth as a security question answer for IS Help Desk identity validation for password reset.
 - ◆ Unique 4-digit PIN for employees of government agencies and/or certain contracted vendors who may be instructed by their employers not to provide any part of their SSN. In this case, the Identity and Access Management Team will ask the person being granted access to select a unique 4-digit PIN in lieu of SSN and a security question to be used by IS HelpDesk for authorization in re-setting password.
 6. Unique Scripps Corporate IDs will be assigned by the Identity and Access Management Team or HR Central Staffing to identify all non-employee users of Scripps information systems.
 7. Data Owner Approval of Access: Data Owners are the designated Scripps executives responsible specific information systems and their data. They or their designees are responsible for defining appropriate role-based access and for authorizing access on an individual basis, when pre-defined roles are not established for a requested access.
 8. All administrative requirements per Attachment A have been met.
- D. Access levels and entitlements (enabled system privileges and capabilities) are granted in accordance with the following principles:
1. ***Role-based Access***: The access entitlements to perform certain on-line tasks are assigned to specific pre-defined roles consistent with scope of practice, where possible. For example, nurses Nurse Role and Physicians role. Role based access and entitlements are determined and granted based on the following:
 - Need to Know: A user is assigned to an Access Role which must be consistent with the individual's job duties establishing an appropriate need to know.
 - Minimum Necessary: A user is assigned an Access Role that limits the user, to the best of the system's ability, to only information necessary to comply with the user's specific information requirements.
 - Application Intended Use: User's access to an information resource must be consistent with the application's intended use.
 - Users Scope of Practice: A user's access must be consistent with licensure regulations, for example prescription ordering functions for an M.D. versus an R.N.
 2. ***Time-Limited Access***: Access for non-employees is granted on a time-limited basis which defaults to 90 days. In certain instances a contract/ agreement may establish the time limited access to be up to one-year. Authorized requestors will be notified by the Identity and Access Management Team when an account is expiring. In addition, the continuation of access will be re-confirmed by the responsible Data Steward with the non-employees' Scripps designated sponsor at least annually.
 3. ***Remote Access***: Remote access to Scripps information resources is an additional privilege granted to certain non-employee users on a needs basis. Such access is enabled only through Scripps approved secure methods such as VPN or an approved https website in accordance with the Remote Access

Standard S-FW-IM-9031. Specific attestations are required from all remote users related to security safeguards on the computer equipment used to access Scripps Information or technology resource systems.

4. ***Emergency Access:*** When normal role-based access or the established request, approval and documentation procedures are not practical to support patient safety requirements or prevent significant negative impact to critical business operations, a Scripps Director or above may request in writing that the responsible Data Steward temporarily create or modify a user account with escalated privileges. Such emergency access will be documented as required within 24 hours.
- E. **Logs of Access and Activities:** Non-employees granted access to Scripps information systems should be informed by designated requestors that all access to Scripps information systems is logged and a users activities are subject to review for investigations and monitoring for compliance with Scripps policies. **Information access violations**, including unauthorized access outside of role-based privileges, or failure to comply with Scripps policies may result in violations of State and Federal Privacy Regulations. Non-compliance with Scripps policies can result in required reporting to regulatory agencies, suspension or termination of user's access, and remedies including termination of business relationship with Scripps or legal action.
- F. **Known or suspected violations, or unauthorized access, must be immediately reported to the IS Help Desk 858-678-7500 (or tie line 318-7500),** which results in notification to the Information Security Incident Response Team (SIRT) and Scripps Privacy Officer, where applicable.

III. RESPONSIBILITIES

- A. **Authorized Requestors/ Sponsors- as designated in Appendix A:** (such as HR Central Staffing, Medical Staff, Centralized Credentialing, Registry Staffing Office, Graduate Medical Education, Volunteer Offices, Director or above) must:
 1. Complete access request process in accordance with the mandatory administrative requirements and timeframes established in this policy.
 2. Validate the user's identity by visually inspecting government issued photo identification. (e.g., driver's license or passport).
 3. Schedule training for non-employee on the requested system to support proper use of system technology and maintaining data confidentiality and integrity.
 4. Upon request from Data Steward, Health Information and/or Corporate Compliance, review monitoring logs of access activity for the non-employee to validate that patient accounts accessed were appropriate for the specified business purpose.
 5. Respond timely to annual user reconfirmation requests from Data Stewards to review and confirm whether users under their supervision still require information system access. Send requests for necessary access disablement within two weeks from receipt of reconfirmation notice.
 6. Immediately upon a non-employee user's termination from third party employment or affiliation or termination of the contract/ agreement with Scripps, the Scripps designated sponsor must notify the IS Help Desk 858-678-7500 to terminate user access.

7. Designated authorizing sponsor or cost center director is responsible for ensuring all Scripps computer resources (laptops, desktops, assets issued for home use, handheld devices, removable storage devices, and data files) keys, and badges assigned to a non-employee are returned and collected. Follow all applicable required termination procedures related to non-employees system access in a manner consistent with employees' termination as addressed in the related Scripps policy S-FW-HR-0212 [Termination of Employment](#).

B. All individuals granted non-employee information systems access privileges must:

1. Sign a Scripps *Confidentiality and Non-Disclosure Agreement*, (S-FW-IM-0201).
2. Provide for inspection by Scripps or designee a valid government issued identification document, such as an active driver's license or passport.
3. Complete all required administrative requirements.
4. Must not access or attempt to access information above and beyond what is required by their job duties or contracted services, even if the system allows them to do so.
5. Never share their password to any Scripps systems.
6. Immediately report suspected lost or stolen equipment containing Scripps data or suspected unauthorized system access to the IS-Help Desk.
7. Return all Scripps-owned information system related assets and data files upon termination of Scripps contractual relationship.

C. Identity and Access Management (IAM) Team

1. Creates unique Corporate IDs for all non-employee users when required documents are completed and authorized as outlined in Attachment A. Exceptions: HR Central Staffing for contracted employees and PMA Systems and Reporting Group for referring physicians.
2. Assigns unique PIN numbers and records security question for all non-employee users.
3. Ensures that dormant Scripps Network Accounts are disabled in accordance with Scripps Policy in collaboration with the Windows Computing Platform Group.
4. Maintains official repository of all documents that authorize non-employee access in the Remedy system.
5. Notifies designated requestors regarding accounts scheduled for time-limited deactivation and provides opportunity for re-authorizing before expiration.

IV. ATTACHMENTS

- A. Mandatory Requirements for Non-employee Access to Scripps Information Systems

V. RELATED POLICIES

- A. Business Associate Agreement Policy, S-FW-LD-1007
- B. Computer, Network and E-mail Usage, S-FW-IM-2001

- C. Confidentiality of Protected Health Information, S-FW-IM-0201
- D. Health Information, Access, Use and Disclosure, S-FM-IM-0203
- E. Information Security Incident Reporting and Response Policy, S-FW-IM-3005
- F. Information Systems, Electronic, Access by Employees, S-FW-IM-3002
- G. Information Security Program Policy S-FW-IM-3000
- H. Termination of Employment Policy S–HR-0212

VI. RELATED FORMS

- A. [Non-Employee User Access Request Form & Instructions](#); SW IM-3004 A
- B. [Non-Employee Access Request Form – Multiple Students](#); SW IM-3004 B
- C. [Software Installation Liability Waiver](#); SW IM-3004 C
- D. [Confidentiality and Non-Disclosure Agreement](#);
<http://scrippsnet/forms/forms/files/8650-061.pdf>

VII. REFERENCES

- A. Security and Electronic Standards; 45 CFR Part 142
- B. HIPAA Privacy Rule, 45 CFR Parts 160, 162 and 164.
- C. California State Privacy Regulations: Health & Code 1280.1, 1280.15, 1280.3 & 120755 - 121023; and Civil Code 56.06 & 1789.29

VIII. SUPERSEDED

- A. Information System Resources, Administering Access Privileges for Non-Employees
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For questions and additional guidance for obtaining access to Scripps Information Resources; call the IS HELP Desk at 858-678-7500.

| Ref # | | Request Access “Authorized Approvers” | Required Access Request Form | Education and Required Documentation. | Access Reconfirmation | Termination |
|-------|--|---|---------------------------------------|---|--|--|
| 1. | Non Employee Supplemental Staffing Labor: Traveler, Registry, Contracted Consultants (e.g., HireCare, TEG, PHStaff, MedSource, Contract Patient Care Staff Dialysis Fresenius, LifeSharing | - HR Central Staffing completes “Outside Data Labor Sheet” to Help Desk. - Help Desk creates Remedy request and forwards to appropriate IS Data Stewards | - Outside Data Labor Sheet | Supplemental Staffing signs Confidentiality and Non-Disclosure Agreement as part of the HR Central Staffing Process Access education/training for clinical systems | Annual Reconfirmation completed by HR Central Staffing through Help Desk | <ul style="list-style-type: none"> ◆ Notify HR Central Staffing of termination ◆ Call IS Help Desk to obtain list of assets used by Supplemental Staffing and request access termination ◆ Collect Assets ◆ Complete Termination Checklist |
| 2. | Non Employee Volunteers/ Chaplains | Pre-Defined Role based Director and above in Volunteer Services | Non Employee Access Request form | - Confidentiality and Non-Disclosure Agreement - Access education/training for clinical systems - Healthcare check if working on hospital premises | Annual Reconfirmation (IAM, Data Stewards) | Volunteer Office Manager must: - - Call IS Help Desk to request Remedy incident to disable access and obtain list of Scripps assets used by employee and request access termination - Collect Scripps assets - Complete Termination Checklist |

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| Ref # | | Request Access “Authorized Approvers” | Required Access Request Form | Education and Required Documentation. | Access Reconfirmation | Termination |
|-------|--|--|--|--|---|---|
| 3. | Non-Employee Credentialed Medical Staff <i>(Physicians, Allied Health Practitioners)</i> | Medical Staff Office validate that physician is an active member of the medical staff or member of the Scripps Clinic or Scripps Coastal Medical Center | AARF is used. NOTE: For temporary privileges, Medical Staff a non- employee access request form must document start and end date. | - Confidentiality and Non-Disclosure Agreement - Access education for clinical systems - - Healthcare check if working on hospital premises | Annual Reconfirmation (IAM, Data Stewards) | Medical Staff Manager must: - - Call IS Help Desk to request Remedy incident to disable access and obtain list of Scripps assets used by physician or allied health practitioner and request access termination - Collect Scripps assets - Complete Termination Checklist |
| 4. | Non-Employee Students Graduate Medical Education | Personnel in the following departments who verify that the individual is under an Educational Affiliation Agreement; ♦ Staff Development Office for non-physician students ♦ Graduate Medical Education Office for MD Students | Non Employee Access Request Form | - Confidentiality and Non-Disclosure Agreement - - Access education /training or clinical systems - Healthcare check if working on hospital premises | • Annual Reconfirmat ion (IAM, Data Stewards) | ♦ Termination is completed by Identity and Access Management (IAT) team who validates termination with the Staff Development Office and GME Office annually. A new Access Request Form is requested to renew access. |

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| Ref # | | Request Access “Authorized Approvers” | Required Access Request Form | Education and Required Documentation. | Access Reconfirmation | Termination |
|-------|---|--|--|---|---|---|
| 5. | Non-Employee - Service Agreement Contractors (e.g., Master Contracts, Children’s Hospitals, Radiology Services Technicians, Security Services, Siemens, GE, Phillips, Managed Care provider relations, UCSD) | - Director Sponsor verifies that individual is under a written agreement/contract reviewed by Scripps Legal to provide services for Scripps. - Director Sponsor provides a copy of <u>signed</u> contract to IAM Team | Non Employee Access Request Form | -Contract / agreement reviewed by Scripps Legal. Note: CNDA is usually an included clause in the master Scripps contract. If unsure check with Legal Office. - Healthcare check if working on hospital premises | Annual Reconfirmation (Identity and Access Management, Data Stewards) | Director Sponsor must: - Notify IS Help Desk if individual is relieved, agreement is prematurely severed, or upon termination of relationship or end of volunteer services. Call IS Help Desk to obtain a list of Scripps assets used by contractor Collect Scripps Assets. |
| 6. | Third Party Billing Companies for Hospital-Based Contracted Physician Groups | Business Unit Chief Executive and their designated backup Director. Contract reviewed by Scripps Legal to provide services for Scripps. - Sponsor provides a copy of <u>signed</u> contract to IAM Team | Non Employee Access Request Form With required specific 3-way contract to be executed. | -Contract or agreement reviewed by Scripps Legal Office | Annual Reconfirmation (IAM) | <ul style="list-style-type: none"> ◆ Notify IS HELP desk if individual is relieved, prematurely severs agreement, or upon termination of relationship or end of access requirements ◆ Sponsoring Business Unit Chief Executive and Backup must notify IS Help Desk if individual is relieved, agreement is prematurely severed, or upon termination of relationship with Scripps. |

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| Ref # | | Request Access “Authorized Approvers” | Required Access Request Form | Education and Required Documentation. | Access Reconfirmation | Termination |
|-------|--|--|---|--|-----------------------------------|---|
| 7. | Hospital Based Contracted Physician Group Staff Members | Business Unit Chief Executive and their designated backup Director. | Non Employee Access Request Form | -Contract or agreement reviewed by Scripps Legal Office | Annual Reconfirmation (IAM) | ◆ Notify IS HELP desk if individual is relieved, prematurely severs agreement, or upon termination of relationship or end of access requirements |
| 8. | Non-Employee - Referring Non- Scripps Providers (no Scripps system access is granted) | Business Unit Chief Executive and their backup | Non Employee Access Request Form | n/a | n/a | |
| 9. | Employees of government agencies, and other entities that have mandated auditing requirements (Insurance Payors, Research Monitors, etc.) | Health Information Director | Non Employee Access Request Form | If not mandatory by regulations, a Contract or agreement reviewed by Scripps Legal Office | Annual Reconfirmation (IAM) | ◆ Notify IS HELP desk if individual is relieved, prematurely severs agreement, or upon termination of relationship or end of access requirements. ◆ Sponsoring Health Information Director and backup and Backup must notify IS Help Desk if individual is relieved, agreement is prematurely severed, or upon termination of relationship with Scripps. |