

NUMBER: 2.1.33

DATE: 04/30/2002

REVISION: 10/05/2011; 08/07/2013

PAGE: 1 of 2

SECTION: HIPAA

AREA: HIPAA PRIVACY/SECURITY POLICIES

SUBJECT: GENERIC ACCOUNTS

PURPOSE

The purpose of this policy is to establish provisions for the creation and management of generic accounts on UAMS IT workstations and generic access to UAMS information systems and to ensure that proper security methodology is followed.

SCOPE

UAMS Workforce with Access to Confidential Information, including Electronic Protected Health Information (ePHI), for any purpose.

DEFINITIONS

Confidential Information includes information concerning UAMS research projects, confidential employee and student information, information concerning UAMS research programs, proprietary information of UAMS, and sign-on and password codes for access to UAMS computer systems. Confidential information shall include Protected Health Information. Confidential Information includes information maintained or transmitted in any form, including verbally, in writing, or in any electronic form.

Electronic Protected Health Information (ePHI) means individually identifiable health information that is:

- Transmitted by Electronic Media
- Maintained in Electronic Media

Generic Accounts, generic access, generic identification, generic logon terms refer to definition and implementation of user authentication information (such as user ids and passwords) and procedures which are designed so that they do NOT require specific information associated with a unique individual but accept some nonspecific identification information to enable access.

Protected Health Information (PHI) means information that is part of an individual's health information that identifies the individual or there is a reasonable basis to believe the information could be used to identify the individual, including demographic information, and that (i) relates to the past, present or future physical or mental health or condition of the individual; (ii) relates to the provision of health care services to the individual; or (iii) relates to the past, present, or future payment for the provision of health care services to an individual. This includes PHI which is recorded or transmitted in any form or medium (verbally, or in writing, or

electronically). PHI excludes health information maintained in educational records covered by the federal Family Educational Rights Privacy Act and health information about UAMS employees maintained by UAMS in its role as an employer and health information regarding a person who has been deceased for more than 50 years.

To access any other terms or definitions referenced in this policy:

<http://hipaa.uams.edu/DEFINITIONS%20-%20HIPAA.pdf>

POLICY

UAMS will allow Generic Accounts to be utilized on certain workstations and devices on the UAMS network within the parameters set forth by the following procedures.

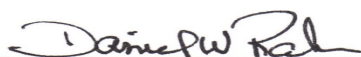
PROCEDURE

These procedures may not apply to publicly accessible library workstations (which will be implemented on a virtual LAN) or to other workstations where a clear need can be defined and an alternate method of security implemented (examples include logging of access and changing of passwords). Internet access may be available from generic logons on the above workstations. These procedures do establish provisions for the creation and management of generic accounts on UAMS IT workstations and generic access to UAMS information systems and to ensure that best practice security methodology is followed.

- (1) Generic accounts may be utilized by UAMS in cases where multiple users must access one workstation to perform given duties.
- (2) Generic access to workstations will occur only in protected areas where public access is supervised and/or restricted.
- (3) Generic Accounts will not require users to sign in and out of Microsoft Windows and will allow unrestricted access to Intranet resources and non-patient applications and products as needed.
- (4) Requests for generic account areas will be reviewed and approved or disapproved as appropriate by the IT Security office.
- (5) Generic Accounts will be audited on a regular schedule for appropriateness of access and ongoing need.
- (6) All clinical and patient care applications containing PHI installed on generic workstations will be accessed through non-generic, individually password protected logons.
- (7) Confidential information must never be stored onto a generic workstation.

SANCTIONS

Violation of this Policy will result in disciplinary action, in accordance with *Administrative Guide Policy 4.4.02, Employee Discipline*.

Signature:  _____

Date: **August 7, 2013**