

# Great Rivers Behavioral Health Administrative Services Organization

Policy Title:	<b>Technical Safeguards – Access Control Process and Security Incident Procedures</b>	Policy No. <b>5021.00</b>
Category:	Privacy & Security	Date Adopted: 01/10/2020 Date Revised: Date Reviewed:
Reference:	Washington Health Care Authority Contract with Great Rivers Behavioral Health Administrative Services Organization; <ul style="list-style-type: none"> <li>▪ ARRA Title XIII Section 13402 – Notification in the Case of Breach</li> <li>▪ RCW 42.56.590 – Personal Information – Notice of security breaches.</li> <li>▪ RCW 19.255.010 – Disclosure, notice – Definitions – Rights, remedies.</li> </ul> 45 CFR Parts 160 and 164 – HIPAA Privacy and Security Rules; 45 CFR 164.306 and 45 CFR 164.308	

**Policy:**

- 1.1. Great Rivers Behavioral Health Administrative Services Organization (Great Rivers BH-ASO) will create and maintain technical safeguards to restrict access to ePHI to those persons granted access rights consistent with their job responsibilities. These safeguards will include unique user identifications, emergency access procedures, automatic logoff, and encryption requirements.
- 1.2. Great Rivers BH-ASO's paper medical record files will be placed in limited access spaces, and access to those records will be controlled by medical records staff, or other appropriate, staff.
- 1.3. These controls will include a process for setting criteria for granting access and for modification of the criteria.
- 1.4. Great Rivers BH-ASO's systems will maintain an access authorization record to document and review the level of access granted to a user, program, or procedure. Great Rivers BH-ASO will assure that systems maintenance personnel have authorization for proper access. Great Rivers BH-ASO will not transmit PHI over the Internet (open network) without some form of encryption intended to limit access to information.

**POLICY SIGNATURE**

DocuSigned by:  
  
3731C87058C2465...

Edna J. Fund, Chair  
Great Rivers BH ASO Governing Board

6/2/2020

Date