

Security Checklists

Practice 4: Access Control Checklist

- Policies are in place prescribing access controls.

Example: “When an employee quits, his/her user account is disabled immediately.”

- Every user account can be positively tied to a currently authorized individual.
- Users are only authorized to access information which they need to know to perform their duties.
- All files have been set to restrict access only to authorized individuals.
- All staff understand and agree to abide by access control policies.
- Computers running health care-related systems are not available for other purposes.