

PTBMIS OPERATIONS AND MANAGEMENT - 10.0

Regional Information Technology Asset Access Security - 10.2

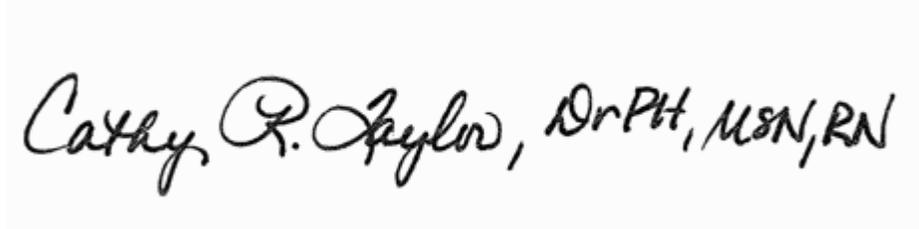
Date March 1, 2006

Issued:

Date Last March 23, 2011

Revised:

Signature:

A handwritten signature in black ink that reads "Cathy R. Taylor, DrPH, MSN, RN". The signature is written in a cursive style and is centered within a light gray rectangular box.

By: Cathy R. Taylor, DrPH, MSN, RN
Assistant Commissioner
Bureau of Health Services

POLICY

Each region shall implement an Information Technology (IT) Asset Access Procedure to control who has access to each IT asset, who can request access for users of the IT asset, who can grant access for each IT asset and define the level of IT access for each person.

APPLICABILITY

This policy applies to Regional and Local personnel.

PURPOSE

To assure that all IT systems are secured and that each person only has the access that each needs to fulfill their job.

PROCEDURE

The following are tasks to be completed at each regional office:

1. The Regional Director shall issue a memorandum naming a Regional IT Systems Security Manager.

- a. This person will have Regional IT Systems Security as a duty on their job description.
 - b. This person shall establish and maintain a Regional IT Systems Request Form to be completed by anyone that is given any access to any of the various IT systems within the region.
 - c. This person shall establish and maintain a filing system, alphabetized by individual last name that contains a copy of all documents related to granting access to IT systems by each individual.
2. The Regional Director shall issue a memorandum appointing individuals who will have the authority to grant access to the various systems administered in the Region or to request access to State administered systems.
 - a. The Regional IT Systems Security Manager cannot be on this list.
 - b. The letter shall appoint specific individuals for a 12 month period.
 - c. A new letter will be issued if an individual able to grant access to a system or systems is replaced, or the assets to which the individual can grant access changes before the previous letter expires.
 - d. The letters will be filed by time period and kept indefinitely by the Regional IT Systems Security Manager.
3. The Regional Director shall issue a memorandum appointing individuals who will have the authority to request access to the various regionally maintained systems.
 - a. The requestors shall be appointed individually for a 12 month time frame.
 - b. The letters will be filed by time period and kept indefinitely by the Regional IT Systems Security Manager.
 - c. The IT Systems Security Manager will insure that no person is granted any access to any system, either regional or state, until a request form is completed.
4. Upon termination or transfer of any employee all access to any IT asset shall be revoked and or changed to reflect such termination or transfer. It shall be the responsibility of the IT System Security Manager to insure all active access rights are revoked or changed as necessary within 5 working days of the termination or transfer.

NECESSARY FORMS

REFERENCE DOCUMENTS

OFFICE OF PRIMARY RESPONSIBILITY

Administrative Services Section, Bureau of Health Services, (615)741-7305