POLICY: 200-050385-041

Inactivation of Usercode and Password for Outgoing Employees (HUMC Policy #625)

Policy

Information Systems staff shall update user security and inactivate the user code and password for each outgoing employee, contract staff, and other individuals with access to the Hospital Information System (HIS) and/or with Network Account access. “Outgoing” is defined as voluntary or involuntary termination from Harbor-UCLA Medical Center.

Procedure

Human Resources

Send a copy of the Outgoing Activity Log to Information Systems periodically.

Department

Local Security Officer shall inactivate the outgoing employee’s HIS user code and password upon his/her termination. Information Systems staff will receive the Outgoing Activity Report from Human Resources.

A copy of the Outgoing Activity Report and Information Systems Employee Check-Out List will be forwarded each month by the Department secretary to the Information Systems employee(s) responsible for the Hospital Information usercodes, pagers, long distance telephone access codes, network access, etc.

Information Systems staff will clear each employee listed on the Outgoing Activity report and Employee Check-Out List on the HIS and Network. All active usercodes will be inactivated in all applications. These reports will be signed and dated upon completion.

These reports are to be retained for the period of time as determined by the Director of Information Systems or Chief Information Officer.

Immediate Termination:

- The Department Head, Director of Personnel, Local Security Officer or Designees will notify the Director of Information Systems Services.
- The Director, Information Systems Services or designee will immediately inactivate the employee’s access to the Hospital Information System and coordinate the inactivation of other access codes (e.g., network) with the appropriate personnel.
Afterhours, Weekends, and Holidays:

- The Department Head, Director of Personnel, Local Security Officer or designees will notify Information Systems Operator on duty (x5059).
- The Operator on duty will notify the Supervisor on call.
- The Supervisor on call will immediately inactivate the employee’s access to the Hospital Information System and coordinate the inactivation of other access codes (e.g., network) with the appropriate personnel.
- The Supervisor on call will prepare a report to be distributed to the Chief Information Officer, Director of Information Systems, Director of Technology Services and Operations Manager of the termination.