



## Access Control Checklist

- Policies are in place prescribing access controls. For 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 the information they need to perform their duties.
- All files have been set to restrict access only to authorized individuals.
- All staff members understand and agree to abide by access control policies.
- Computers running health care-related systems are not available for other purposes.