Policy Title: HIPAA Person or Entity Authentication

Number: TD-QMP-7022

Subject: Person or Entity Authentication

Primary Department: TennDent/Quality Monitoring/Improvement  
Secondary Department: TennDent/Administration

Effective Date of Policy: 4/1/2011

Prior Policy or Cross Reference(s):  
Date Policy Last Revised: 4/1/2011

Last Reviewed by TennDent Quality Monitoring/Improvement Committee: 4/1/2011

Next Scheduled Review: 7/1/2011

Review Frequency: Annually  
Approval Date:

Scope:

TennDent staff and employees of Delta Dental of Tennessee (DDTN)

Purpose:

TennDent is committed to conducting business in compliance with all applicable laws, regulations and TennDent policies. This Policy covers the procedures to be implemented by each TennDent Department that is a HIPAA health care component to verify that a person or entity seeking access to Electronic Personal Health Information (EPHI) is the person or entity claimed.

Authoritative Reference:

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 (P.L.104-191) HIPAA Security Rule [HIPAA Technical Safeguards] [see §164.312(d)]

Policy:

1. TennDent users seeking access to any network, system, or application that contains EPHI must satisfy a user authentication mechanism such as a unique user identification and password, biometric input, or a user identification smart card to verify their authenticity.
2. TennDent users seeking access to any network, system, or application must not misrepresent themselves by using another person’s User ID and Password, smart card, or other authentication information.

3. TennDent users are not permitted to allow other persons or entities to use their unique User ID and password, smart card, or other authentication information.

4. A reasonable effort must be made to verify the identity of the receiving person or entity prior to transmitting EPHI.

5. TennDent must establish and document procedures documenting for each of the aforementioned requirements and submit such procedures for approval to the Information Security Officer.

Violations
Any individual, found to have violated this policy, may be subject to disciplinary action up to and including termination of employment.

Related Policies and Procedures:

TD-QMP-7002 HIPAA Personal Health Information
TD-QMP-7005 HIPAA Information Access Management
TD-QMP-7015 HIPAA Security Verification and Validation Policy
TD-QMP-7018 HIPAA Access Control Policy

Related Documents:

TD-QMP-F-7002 Request to Inspect or Receive a Copy of Protected Health Information
TD-QMP-F-7003 Request for Correction/Amendment of Protected Health Information
TD-QMP-F-7004 Request for Alternative Confidential Communication of Protected Health Information