

**MICHIGAN STATE UNIVERSITY
HEALTHTEAM
POLICIES/PROCEDURES**

SUBJECT: Notification of Users leaving the HealthTeam	NO.	IS 7
SCOPE: MSU HealthTeam Faculty, Staff and Contract Supported Users	PAGE:	1 of 1
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POLICY STATEMENT

In an effort to maintain network security and compliance with the Health Insurance Portability and Accountability Act (HIPAA), it is critical that we ensure only authorized access to the HealthTeam network. While many controls are in place to prevent “outside” access to our data, there is limited security against someone using a HealthTeam login and password. To this end, it is necessary to establish a policy whereby departments must inform the Information Services Managers (IS Managers) or staff of any user who is leaving the HealthTeam. For those personnel who are leaving the HealthTeam under other than normal circumstances, the IS Managers or staff must be informed as soon as possible. This is to prevent a serious incident such as the willful destruction of HealthTeam information. All departments must communicate the impending departure of HealthTeam Users.

PROCEDURE

Voluntary Termination

IS Managers

1. Ensures that all Information Services personnel are aware of this policy.

**Departments, Units,
Administrators**

2. Ensure all department personnel are aware of the contents of this policy.

**Network Support
Supervisors**

3. Inform the HIT of any departure of a HealthTeam User. Provide the date and time their access to the network is to be revoked.

4. Ensure that User accounts are disabled by the date and time specified by the notifying department. The HealthTeam Security Agreement Form will be kept for one year following the employee's termination date.

5. As required, request the User's personal storage network share be copied to CD prior to deletion.

**Users of HealthTeam
supported computers**

6. As required, request a copy of your mailbox be copied to CD prior to deletion.

Involuntary Termination

**Departments, Units,
Administrators**

1. Department informs Information Services immediately of user's departure

2. IS Staff disables account immediately, granting further access only at department supervisor's request.