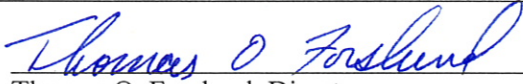


Thomas O. Forslund, Director

Governor Matthew H. Mead

Policy Title:	Person or Entity Authentication	
Policy Number:	S-018	
Effective Date:	July 1, 2013	
Approval:	 Thomas O. Forslund, Director	<u>6/17/13</u> Date

Purpose:

This policy establishes the process for authentication to a Wyoming Department of Health (WDH) system containing protected health information (PHI).

Scope:

This policy applies to all WDH workforce.

Policy:

1. Entity authentication

- a. WDH workforce members seeking access to any WDH network, system, or application that contains PHI shall satisfy a user authentication mechanism such as a unique user identification (ID) and password, a biometric input, or a user ID smart card to verify their authenticity.
- b. WDH workforce members seeking access to any WDH network, system, or application shall not use another WDH workforce member's user ID and password, smart card, or other authentication information.
- c. WDH workforce members shall not permit other persons or entities to use their unique user ID and password, smart card, or other authentication information.
- d. WDH shall make reasonable efforts to verify the identities of external recipients prior to transmitting PHI outside the State of Wyoming network.

2. Administration

- a. WDH shall ensure a process is developed, implemented, and maintained for reviewing access logs to monitor and detect unauthorized access attempts.
- b. WDH shall ensure a process is developed, implemented, and maintained for assigning a unique user ID to each WDH workforce member and any other person that must access PHI on a WDH computer system (collectively, "users").
- c. Users shall select passwords in accordance with WDH Policy S-005d; Password Use and Management.
- d. Each user shall enter his or her unique user ID and password to authenticate his or her identity. A user shall be denied access if the password entered does not match the password assigned to the user ID.

3. End user responsibility

- a. Users shall be responsible for keeping their user IDs and passwords confidential.
- b. If a user believes his/her password has been compromised or has been improperly used by another person to access a WDH system, the user shall immediately notify the WDH Compliance Office and the Wyoming Department of Enterprise Technology Services (ETS)

Security Officer in accordance with WDH Policy AS-009 and S-006a; Report and Response to Privacy Violations and Security Incidents.

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Policies:

AS-009 and S-006a; Report and Response to Privacy Violations and Security Incidents
S-005d; Password Use and Management
S-019; Electronic Transmission Security

References:

45 CFR § 164.312(d)

Training: