



# ACCOUNT CREATION, CHANGE, AND TERMINATION PROCEDURE

This Policy applies to WU-RADONC employees and business partners and associates, including, but not limited to, temporary employees, contractors, and volunteers.

## Account Creation

1. All new account requests for employees, temporary employees, contractors, and volunteers must be initiated by the Division Director to the HR Manager.
2. After all HR requirements are satisfied, then HR will generate a request for account creation to OCF, and send a copy to RADONC HIPAA Privacy Officer for HIPAA Privacy documentation and training, and to Facility Manager for building access permission.
3. OCF will create the account with the appropriate level of access for the employee, and then send the information back to HR and the Division's Director.
4. If a BJC account is needed for a clinical application, then a "BJC Third Party Confidentiality Statement" needs to be completed by the requesting user and a "WASH U Letter" needs to be completed by the Division Director and printed on WU Letterhead. These forms should be sent to OCF for submission to BJC.

## Account Change

1. If a user needs to change their user name to reflect his/her new name, his/her Division's Director will need to send a request for the change to HR, and HR then will generate a change request to OCF.
2. For the change of a user's access level or privileges to Information System's resources, the Division Director will need to send a change request to OCF directly.

## Account Termination

1. All termination requests must come from HR about 30 days prior to the departure of said employee.
2. OCF will set the account to a disabled status on the date that is requested.
3. OCF then will change the password and move it into the "To Be Deleted" folder for 30 days
4. If it is necessary, OCF will grant access to the manager/supervisor to all home drive, folders, and emails, and notify them to gather all the data that might be needed for their division/department before being deleted from the system in the next 30 days.
5. Remove the account and its associated privileges
6. In the case of an abrupt termination;
  - a. Manager/supervisor and HR will need to notify OCF as soon as possible.
  - b. OCF will disable the account immediately.

## Note:

→ There will be no forwarding of email allowed under any circumstances.