| | **HIPAA Security Procedure #16** |
| | **Person or Entity Authentication** |

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Unique Username and Password

All workforce members in WUSM Department of Radiation Oncology are provided a unique username and password for all systems managed and maintained by the WUSM Department of Radiation Oncology staff. (See the Access Controls Procedures #13*).*

Use of Username and Password

Workforce members in WUSM Department of Radiation Oncology must not use another person's account to access any system maintained by the WUSM Department of Radiation Oncology staff. If a workforce member requires access to a system, they must gain access using an account in their own name. If new or additional access to a system is required, the procedures outlined in HIPAA Policy Information Access Management Procedure #4 must be followed.

No workforce member should share their username and password to allow another workforce member to gain access to a system maintained by the WUSM Department of Radiation Oncology. It may be necessary, however, for the workforce member to provide their account information to an IS staff or other staff member in order to provide support. In these cases the IS or other staff member must strictly adhere to the rules of the WUSM Code of Conduct when utilizing the workforce member's identity account information.   In addition, in some settings (lab or clinic) several personnel may utilize a "logged on" workstation located in a group setting. Although, all workforce members must adhere to the WUSM Code of Conduct, the user who logs in is responsible for insuring the appropriate use of such systems with regard to WU HIPAA policy.

Controls for Dispensing Usernames/Passwords

Employees of Radiation Oncology must first verify the identity of the recipient before dispensing username/password information by one of the following methods:

- No account information will be provided over the phone to any workforce member unless the Radiation Oncology staff member can personally identify the requestor

- Any username and password information being sent via email may only be sent to a valid WUSM or Radiation Oncology email address or authenticated collaborator email address.

- System Managers or IS personnel should request WUSM ID badge or other source of identification before dispensing usernames/passwords to unfamiliar workforce members who visit them to obtain username/password for accounts

Controls for Identifying Recipient of EPHI

Prior to sending any electronic data known to contain EPHI, the identity of the receiving individual must first be verified in accordance with HIPAA Privacy Procedure #18, Verbal Authorization, and HIPAA Privacy Procedure #17-6 Electronic Sharing/Transmission of Data Containing Protected Health Information.