Texas Tech University Health Sciences Center El Paso
Ambulatory Clinic Policy

Policy: ID Cards / Card Reader System	**Policy #:** EP 5.6
Effective Date:	**Last Revision Date:** April 2024
References: EP 5.6, Card Reader System	
TTUHSC El Paso Ambulatory Clinic Policies and Procedures Website: https://ttuhscep.edu/opp/default.aspx	

Policy Statement

This document outlines the policies and procedures governing proximity cards and the Card Reader System. Proximity cards are used to access all clinical applications through selected workstations located at Texas Tech Physicians of El Paso (TTP-EP). These applications include but are not limited to: Centricity EMR, Cerner EMR, PACS and EMR Link.

Scope

This policy applies and will be distributed to all TTP-EP clinics.

- Proximity Cards and Use
- Card Activation and Registration
- Reset PIN
- Lost Card

Procedure

1. TTUHSC El Paso badge is used as proximity card to be used with the card reading system for those identified as users of the clinical equipment where a card reader is located. Identified roles include: Faculty, Residents, nursing staff, Physician Assistants, Mid-level providers, and third- and fourth-year medical students.

2. The Office of Clinical Information Systems is responsible for assisting with registration of TTUHSC El Paso employee badge in card reading system.

3. Only EMR-authorized users will have access to the card reading system.

4. Each user must register the card in the card reading system using their eRaider, answering three security questions and selecting a five-digit PIN.

5. Proximity cards and five-digit PIN shall not be shared at any time per **TTUHSC El Paso IT Policy 56.01 1.4.12,** https://elpaso.ttuhsc.edu/it/policies/_documents/HSC%20OP%2056.01%20SECURITY-SECURITY%20SAFEGUARDS%201.4.12%20PASSWORD%20AUTHENTICATION.pdf. Sharing a Proximity card with other users is strictly prohibited and will result in revocation of access to the card reading system.

6. Only workstations that are part of the clinic workflow will have a card reader. These include all exam rooms, workstations located in the clinic hallways, nurse stations, and provider documentation areas.

7. Lost cards must be reported within 24 hours. Owners of lost cards must contact the Texas Tech Police Department at 915-215-7111, Once replaced, the user can contact the Office of Information Management Systems at 915-215-4111 for assistance.

8. In order for the user to reset a PIN, they can call the Office of Information Management at 915-215-4111 for assistance.

Review Date:
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