

Department: Business Information
Systems

Policy No: BIS 21

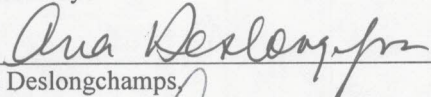
21. Security Procedures

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
MEDICAL PRACTICE INCOME PLAN POLICY AND PROCEDURE

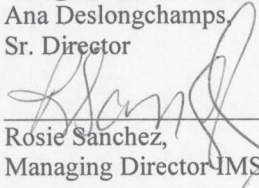
Revised Date: 01/08/2020

Effective Date: 01/31/2020

Prepared by:

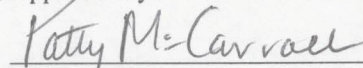


Ana Deslongchamps,
Sr. Director

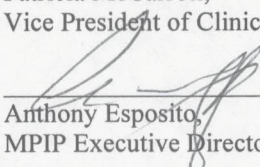


Rosie Sanchez,
Managing Director IMS Department

Approved by:



Patricia McCarroll,
Vice President of Clinical Administration



Anthony Esposito,
MPIP Executive Director

Department: **BIS-Business Information Services**

TITLE: **GE Centricity Business (CB) Security Procedures**

Policy#: **BIS 21**

Policy: The purpose of this policy is to document the guidelines for creating, setting and maintaining user profiles and security restrictions in the GE Centricity Business program

Procedure:

1. GE Centricity Business security is maintained by the Information Management Systems Department the Sec+ application. Access to this is limited to users with the campus analyst security profile.
2. Requests for security updates and creation are posted in the Information Management Systems Portal.
3. Add/Update requests must be submitted by clinical supervisor, and the campus analyst will evaluate each request for accuracy prior to making any changes
4. For new user access:
 - Request for the access to the system are requested by departmental managers or supervisors by sending a security form. They are sent to one of the analyst.
 - Depending on the access requested proper profiles are assigned and the credentials are created using the erailer as the username and a default password.
 - The user is set up for a date to come to training. The credentials are given to the user after they are provided with the training.
5. For password resets and account reactivation:
 - GE CB users need to contact one of the analysts via email or telephone. The analyst will contact the users with a new temporary password. Once the user logs into the system, it will ask him/her to reset to a new password.
6. For web framework user request
 - The user will contact TTUHSC Electronic Medical Records (EMR) department asking for the request.
 - The EMR department contacts the GE Centricity Business analyst and provides the username and new assigned password. The analyst will make necessary changes to the profile in order to meet web framework criteria.
7. Profile creation and modification is created by the IAS team. To create a brand new one or make any modifications, the analyst will request one via the IAS SharePoint site. Once created, they are tested to meet the required needs and request for modifications are made as needed.