

	Ethics & Compliance Department	
	Policy No.: 54	Created: 01/2018
		Reviewed: 09/2024
	Revised:	

HIPAA: ASSIGNMENT OF ACCESS PRIVILEGES

SCOPE:

All Envision Healthcare teammates. For purposes of this policy, all references to “teammate” or “teammates” include temporary, part-time and full-time employees, independent contractors, clinicians, officers and directors.

PURPOSE:

Envision Healthcare Operating, Inc. and its subsidiaries and affiliates (“Envision” or “the Company”) has adopted this Assignment of Access Privileges policy which requires that access privileges be determined by the departments and assigned based on the need to access information directly related to a worker’s duties and responsibilities.

While the Medical Records Department at each facility of the Company or Company’s various facility contracts is the true custodian of the medical record, all office-based records are “owned” by the Company. Further, all related billing information, record copies, and other such data delivered or submitted to the corporate offices or other locations for billing purposes is “owned” by the Company. It is the responsibility of the department who generates or warehouses specific information to determine the access rights and security of the information.

POLICY:

Each owner of a specific portion of information must determine which teammates by position and/or responsibility should be given access to such information. Further, the owner is to determine the level of access, including the right to view, amend or include information, or deny access to PHI in its entirety. Questions concerning appropriate access can be directed to the Enterprise Privacy Official.

POLICY REVIEW

The Ethics & Compliance Department will review and update this Policy, when necessary, in the normal course of its review of the Company’s Ethics & Compliance Program.