University of Maryland, School of Dentistry

User Access Control Procedure

Departmental Administrators determine the appropriate level of access to database and/or applications based on those members' roles to perform job responsibilities.

- Formal request with defined user access profile submitted to help desk system;
- Identifier profile account created for each authorized data user;
- All user access profiles have an expiry date according to contractual agreement upon appointment or admittance;
- Users may not request additional access to database to their own profile;

All data users receive education on the expectations, knowledge, and skills related to information security prior to authorize access to University of Maryland, School of Dentistry health information assets.

Verification documented that Authorized Data Users have received security education before access to University of Maryland, School of Dentistry information is granted.

Access Review

Periodic access reviews documented and retained by IT Administrators

- To maintain access, users are required to complete yearly compliance training by November 30th of each year, revoking user access to account, lock-outs, implemented to non-compliant users;
- Periodic analysis of user access list; checking expiry dates and completed annual compliance assessments;
- Tickets are assigned to appropriate department management review and update user list;
- User list is verified by compliance manager;
- Compliance manager will close ticket.