



Rancho Los Amigos National Rehabilitation Center

INFORMATION MANAGEMENT SERVICES

POLICY AND PROCEDURE

**SUBJECT: TERMINATION OF USER CODES AND
PASSWORDS FOR OUTGOING EMPLOYEES**

Policy No.: 307
Supersedes: 10/31/96
Revision Date: June 2000
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I. PURPOSE:

To maintain security profiles on all Information Management Services (IMS) computer systems.

II. POLICY:

It is the policy of IMS to update and maintain all computer security systems with changes in employee employment status, including: outgoing employees, facility transfers, and departmental transfers.

III. PROCEDURE:

1. IMS – As part of the exiting/transfer process (see policy A254) the exiting/transferring employee is cleared of County issued equipment (including: laptop computer, compass card, cellular phone, and beeper) and access to information systems via the Employee Clearance Form. The IMS Departmental Secretary will verify and sign-off on the IMS section of the form once all items have been cleared. The IMS Departmental Secretary or designee will e-mail the System Administrators of RLANRC's core applications (see below) to deactivate or terminate the exiting/transferring employee/user from the respective system.

RLANRC Core Systems

Hospital Information System/Affinity (HIS/Affinity)

GroupWise E-mail

HelpStar

IMS Entry Keypad System

Internet Explorer

Local Area Network (LAN)

Telephone/Voicemail/Compass Card

Automated Nursing Scheduling Office System (ANSOS)

Clinical Data Repository (CDR)

Clinical Laboratory Information System (CLIS)

Operating Room Scheduling Office System (ORSOS)

Rehabilitation Therapy Information System (RTIS)

Treatment Authorization Request (TAR)

Financial Control System (HBOC)

IMS Division

Hospital Information System

Information Technology/

Telecommunications

Data Administration

The System Administrators are responsible for ensuring the timely and accurate completion of the process to maintain information systems security. The Internet System Administrator is also responsible for notifying the Department of Health Services (DHS) Information Services Branch (ISB) for those exiting/transferring employees with current County Internet access.

EFFECTIVE DATE:
APPROVED BY:

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

2. Human Resources - On the first day of each month, Human Resources will send a copy of the RLANRC Monthly Termination Report (attachment 1) to the IMS Administrative Support. This report identifies all outgoing employees for the previous month. The IMS Administrative Support person will distribute the report no later than the third day of the month to the following IMS divisions: Hospital Information System (HIS), Data Administration, and Information Technology. Each division will in turn distribute the report to the appropriate System Administrators of RLANRC's core systems.

The system administrator or designee of RLANRC's core applications will be responsible for verifying the deactivation or deletion of the exited/transferred individuals from the system. These transactions will be accomplished within 10 business days from receipt of the Termination Report.

Each system administrator or designee will keep an initialed copy of the Monthly Termination Report to be filed within the IMS department to verify the completed process.

Attachment: Monthly Termination Report

Reference: Termination/Transfer Policy, no. A254, effective January 1993.

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