

**OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE**

**NUMBER: 377
VERSION: 1**

SUBJECT/TITLE: OVIS - 114 AFFINITY MENU REVISIONS

POLICY To protect confidential health information by establishing procedures hereby Affinity system menus are defined/created according to an individual’s job responsibilities and ensuring that system users do not have access to a system level that is higher than needed to perform his/her duties.

PURPOSE To standardize Information Systems(I.S.) process for establishing or changing the Affinity user menus

DEPARTMENTS: INFORMATION SYSTEMS

DEFINITIONS Non-County employees consist of, but are not limited to, Medical Students, Student Workers, Contract Consultants, Temporary Agencies and/or outside vendors.

PROCEDURE

1. The supervisor or manager of a department requesting to add and/or change an Affinity menu must complete the Information Systems request form “[Affinity Menu Revisions Form](#)”, #OVISForm-003(located on ValleyCare intranet site).
2. Fax the completed form to Information System Clinical Unit
([Fax information noted on bottom of form](#))
3. I.S. Clinical Unit Supervisor will approve the request and assign an analyst to review the menu request and create or edit the appropriate Affinity Application Menu.
4. Upon completion of the request, the assigned analyst will sign, date and forward the original copy back to the requesting supervisor or manager.
5. Information Systems Clinical Unit will maintain a copy on file in Information Systems Department.

References:

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