DTO Doctors Technology Office

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www.doctorsofbc.ca/doctors-technology-office

ROLES BASED ACCESS MATRIX TEMPLATE

This template helps clinics to provision and maintain records of staff access to clinical systems and devices based on each staff member's unique role. Staff access to clinical systems and devices are provisioned by defined roles which can be mapped similarly within workstation user accounts and most EMRs.

Guiding Principles

Using role-based access, privacy is designed directly into the clinic infrastructure. By limiting the access of each staff role to only the software or systems they need to do their jobs, the burden of managing that access is reduced and unnecessary security gaps are closed.

1. When designing software architecture at the clinic, staff can use the role matrix to understand the permissions for various account types needed for network, workstations, and business applications.

2. Access to all information systems is provided on a “need-to-know basis” to reduce unnecessary risk. Only authorized users are allowed access to clinic wired and wireless network systems, device operating systems, your EMR and other patient information repositories.

3. Administrative accounts are not to be used for everyday operations and must be available only to individuals who perform system maintenance tasks.

4. Contracts, agreements, or statements of work defining third-party access to Clinic’s information must be reviewed and approved by the Privacy Officer and Security Lead prior to signing.

5. Access to Clinic’s information must be monitored through audit logs that track what systems were accessed with a timestamp and user identification.

6. Audit logs must be maintained for sufficient time to provide evidence in the event of security breaches or incidents.

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Insert Name of Clinic:

All systems and roles included are suggestions only. You may need to customize the systems and roles involved based on your clinic setup.

Systems/Roles	Privacy Officer	Security Lead	Clinic Physicians	Locum Physicians	Allied Health	MOAs	Billing Admin	Other
EMR	☐	☐	☐	☐	☐	☐	☐	☐
Network Configuration	☐	☐	☐	☐	☐	☐	☐	☐
Clinic Email	☐	☐	☐	☐	☐	☐	☐	☐
eFax Portal	☐	☐	☐	☐	☐	☐	☐	☐
Remote Access/VPN	☐	☐	☐	☐	☐	☐	☐	☐
CareConnect	☐	☐	☐	☐	☐	☐	☐	☐
PharmaNet	☐	☐	☐	☐	☐	☐	☐	☐
Teleplan Billing	☐	☐	☐	☐	☐	☐	☐	☐
PathwaysBC	☐	☐	☐	☐	☐	☐	☐	☐
Document Storage	☐	☐	☐	☐	☐	☐	☐	☐
Enter Others below:								
	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐

CLEAR FORM