

Policies & Procedures

HMIS USER MANAGEMENT

Section: Administrative Policies

Pages: 1

Subject: HMIS User Management

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PURPOSE

This policy with accompanying procedures set forth standards for employees using the HMIS within Davis Behavioral Health.

POLICY

All HMIS user accounts will be deactivated after 2 business days if they will no longer be accessing HMIS.

PROCEDURE

Once the security officer is made aware of a HMIS user no longer needing access to HMIS, then the officer will notify HMIS System Administration to deactivate said accounts.