University of Maryland, School of Dentistry

User Access Review Procedure

Access to University systems and data will be granted to users based on their need for information and for performing their job responsibilities.

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 training before access to University of Maryland, School of Dentistry information is granted.

User access list shall be reviewed with department management at least annually to reflect current user access of user role or any change in employment status. This review shall be documented and retained by IT administrators for verification purposes.

- Annual authorized user report is generated by IT administrators;
- Analysis of user access list; checking expiry dates and completed annual compliance assessments;
- User access list logged in help desk system;
- Help desk ticket generated and assigned to appropriate department management for confirmation;
- Revise expiry dates and revoke, lock-out, non-compliant users;
- Ticket escalated to Compliance Manager for review and verify;
- Compliance Manager will close ticket.