

**HAMILTON CENTER, INC.  
OPERATIONS MANUAL**

Section:	<b>HIPAA SECURITY</b>	Policy No.:	OP.17.27.00.00
Policy:	<b>FACILITY ACCESS CONTROLS</b>	Date Originated:	06/17
		Last R/R Date:	11/13/2022
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**PURPOSE**

This policy reflects Hamilton Center, Inc.'s commitment to ensure appropriate physical access to its facilities' computing systems.

**POLICY**

- A. Hamilton Center, Inc. shall appropriately limit physical access to the health care computing systems contained within its facilities while ensuring that properly authorized staff members can physically access such systems.
- B. Hamilton Center, Inc. computing systems containing ePHI (Electronic Personal Health Information) must be physically located in such a manner as to minimize the risk that unauthorized persons can gain access to them.
- C. The level of protection must be commensurate with that of identified risks.
  1. The following standards and safeguards must be implemented to satisfy the requirements of this policy:
    - a. As defined in Hamilton Center, Inc.'s **Contingency Operations Policy**, Hamilton Center, Inc. shall have formal, documented procedures for allowing authorized staff members to enter its facilities to take necessary actions as defined in its Disaster Recovery and Emergency Mode Operations Plans.
    - b. As defined in Hamilton Center, Inc.'s **Facility Security Plan Policy**, Hamilton Center Inc. shall have a facility security plan that details how it will protect its facilities and equipment.
    - c. As defined in Hamilton Center, Inc.'s **Access Control and Validation Procedures Policy**, Hamilton Center, Inc. shall implement procedures to control and validate individuals' access to Hamilton Center, Inc.'s facilities based on their roles or functions.
    - d. As defined in Hamilton Center, Inc.'s **Maintenance Records Policy**, Hamilton Center, Inc. shall document all repairs and modifications to the physical components of its facilities that are related to security.