

Ambulatory Clinic Policy and Procedure

Title: ID CARDS/ CARD READER SYSTEM	Policy Number: EP 5.6
Regulation HIPAA Reference:	Effective Date: 09/2022

Policy Statement: This document outlines the policies and procedures governing proximity cards and the Card Reader System. Proximity cards are used to access all clinical applications through selected workstations located at Texas Tech Physicians of El Paso (TTP-EP). These applications include but are not limited to: Centricity EMR, Cerner EMR, PACS and EMR Link.

Scope and Distribution:

This policy applies and will be distributed to all TTP-EP clinics.

- Proximity Cards and Use
- Card Activation and Registration
- Reset PIN
- Lost Card

Procedure:

1. TTUHSC El Paso badge is used as proximity card to be used with the card reading system for those identified as users of the clinical equipment where a card reader is located. Identified roles include: Faculty, Residents, nursing staff, Physician Assistants, Mid-level providers, and third- and fourth-year medical students.
2. The Office of Clinical Information Systems is responsible for assisting with registration of TTUHSC El Paso employee badge in card reading system.
3. Only EMR-authorized users will have access to the card reading system.
4. Each user must register the card in the card reading system using their eRaider, answering three security questions and selecting a five-digit PIN.
5. Proximity cards and five-digit PIN shall not be shared at any time per **TTUHSC El Paso IT Policy 56.01 1.4.12**, <https://elpaso.ttuhsoc.edu/it/policies/documents/HSC%20OP%2056.01%20SECURITY-SECURITY%20SAFEGUARDS%201.4.12%20PASSWORD%20AUTHENTICATION.pdf>. Sharing a Proximity card with other users is strictly prohibited and will result in revocation of access to the card reading system.
6. Only workstations that are part of the clinic workflow will have a card reader. These include all exam rooms, workstations located in the clinic hallways, nurse stations, and provider documentation areas
7. Lost cards must be reported within 24 hours. Owners of lost cards must contact the Texas Tech Police Department at 915-215-7111, or report the loss in person at the Texas Tech Police office located at 5001 El Paso Dr. El Paso, TX 79905. Once replaced, the user can come in person to the Office of Information Management Systems located in Texas Tech Physicians of El Paso (4801 Alberta Ave.), room B08 or 2000B Transmountain, room C462, and present their TTUHSC El Paso badge.

Ambulatory Clinic Policy and Procedure

- 8. In order for the user to reset a PIN, they can come in person to the Office of Information Management Systems located in Texas Tech Physicians of El Paso (4801 Alberta Ave.), room B08 or 2000B Transmountain, room C462 and present their TTUHSC El Paso badge.

Policy Number: EP 5.6	Original Approval Date: 12/2013
Version Number: 5	Revision Date: 09/2022
Signatory approval on file by: Juan Figueroa, M.D. Director of Clinical Operations Clinic Medical Directors Committee, Chair Texas Tech Physicians of El Paso	

