

# AKAIMS Security and Privacy Overview

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## Access Control

- Assign a unique name and/or number for identifying and tracking user identity and establish controls that permit only authorized users to access electronic health information.
  - AKAIMS
    - A unique login id is required for each user and is associated with the staff id of the user.

## Authentication

- Verify that a person or entity seeking access is the one claimed and is authorized to access the information.
  - AKAIMS
    - Requires both a password and pin to log in.
    - Security roles (job functions, role attributes) control what information is accessible once the person has logged in
    - Information is stored in outside of the AKAIMS database
  - Additional WITS Capabilities
    - Facility Assignment
      - Restricts users to episode-level PHI based on the facility/facilities they are assigned to
    - Treatment Teams
      - Episode PHI can be restricted to only members of the treatment team
    - Client Access Categories
      - Restricts users to clients based on the client access category/categories they are assigned to. For example, a client could be assigned a category of 'high profile client' and that client's record would only be visible to staff who have been assigned the 'high profile client' access category.
    - Program Assignment
      - Restricts users to activity-level PHI, e.g. Encounter, based on the program/programs they are assigned to

## Audit Log

- The date, time, patient identification, and user identification must be recorded when electronic health information is created, modified, accessed, or deleted; and an indication of which action(s) occurred and by whom must also be recorded.

- An audit log must be able to be generated for a specific time period and to sort entries in the audit log according to any of the elements.
  - AKAIMS
    - Client History
      - Displays recorded information including in many cases what the modifications were for a specific client
    - Client Access History (available under the Agency menu)
      - Searchable by client, staff, date and access type (created, updated, accessed, deleted)

## **Automatic Logoff**

- Terminate an electronic session after a predetermined time of inactivity and remove on-screen display of PHI.
  - AKAIMS
    - Can set the predetermined time of inactivity
    - Removal of on-screen display of PHI after pre-determined time in July 2012 release

## **Data Encryption**

- Use data encryption for sending and recall of data
  - AKAIMS
    - Use of https: ensures encryption in transmission