

DARTMOUTH DENTAL PRACTICE PROCEDURES



TO: **All Surgery Staff**

FROM: **Marian Roberts**

DATE: **Tuesday, 19 February 2013**

SUBJECT: **Access Management of Computer Based System**

Scope of this procedure

This procedure describes how we control access to sensitive patient information. All systems are administered by the practice manager - Keith Roberts.

A number of systems are used by the practice to access patient information. These systems fall into three categories

- Custom built databases designed and built by the practice

 - patient list

 - direct debits for patients

- Systems supplied by a third party supplier

 - Diamaxis digital x-rays

 - MYOB AccountEdge Plus

- Systems provided by suppliers with access being obtained through the internet

 - HSBC banking application

 - BACS direct debit collection system

Patient information is currently only held on Marian Roberts's surgery machine. The Diamaxis x-ray database. Information held on this system includes:-

- patients ID number
- patients first name
- patients family name
- patients date of birth
- patients gender

Access to this information is only available within the surgery. The data is not shared with any other computer in the practice. The computer is not connected to the internet at present.

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Technical access controls

1. Patient list - access through laptop password system built into operating system by Apple Computer Corporation
2. Direct Debits for Patients - access through computer password system built into operating system by Apple Computer Corporation
3. MYOB AccountEdge Plus - access through laptop password system built into operating system by Apple Computer Corporation and access to database has additional password access
4. The patient x-ray database (dimaxis) is a single user system. Access is only possible through the surgery machine.
5. HSBC banking application - access through computer password system built into operating system by Apple Computer Corporation and access to database has additional password access controls - username, password and pseudo randomly selected access codes
6. BACS direct debit collection system - access through computer password system built into operating system by Apple Computer Corporation and access to database has additional password access controls - username, password and pseudo randomly selected access codes. Password changes required every 6 months

Procedure for granting access

The Practice Manager administers all access to computer systems

Procedure for managing changes in access rights

The procedure also needs to cover the process for changing access rights, for example if the user is on long-term leave, or leaves the organisation, their profile would need to be suspended or removed.

Procedures for staff in relation to logging into the system: Systems may provide password protection features such as:

1. users must change their password after the first logon;
2. users must specify complex passwords;
3. users must change their passwords periodically;
4. prevention of password reuse;
5. users may change their password at their request.