

UW Medicine - Pathology

100-02-01-05

Access to Pathology Information System Procedure

Adopted Date: 06/10/03

Revision Date: 05/12/11

PURPOSE

To ensure that security and integrity are maintained in the Pathology Information Systems.

SCOPE

Supervisors and Personnel Coordinators who are involved in staff, resident / fellow, and faculty on-boarding and separation.

PROCEDURE

New Employees:

1. To request accounts for the Pathology server and PowerPath for new AP employees, the employees supervisor needs to submit a PCS Tech Request through InQ containing the following information:
 - a. New employee's name
 - b. Job Title
 - c. Lab / Area Name
 - d. Email Address (if employee has a UW Net Account in place)
 - e. Lab or desk telephone number
 - f. Start Date (and End Date if a temporary assignment) of employment
 - g. Type of access needed (ex: what folders are needed on the S: drive, type of PowerPath access needed)
2. For all non-clinical personnel, requests for access must be submitted by Department of Pathology Human Resources personnel.

Separating Employees:

1. If an employee separated or will soon separate from Anatomic Pathology, their Supervisor is to submit a PCS Tech Request through InQ including the employee's name and the date of termination of employment.

REFERENCE

- Pathology Information System Access Policy, 100-02-01-04
- PowerPath Database Access policy, 900-05-01-12
- Pathology Computer Support (PCS) Tech Request Database access:
<https://www.pathology.washington.edu/inq/enduser/>

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