



Standard Guide for Information Access Privileges to Health Information¹

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1. Scope*

1.1 This guide covers the process of granting and maintaining access privileges to health information. It directly addresses the maintenance of confidentiality of personal, provider, and organizational data in the healthcare domain. It addresses a wide range of data and data elements not all traditionally defined as healthcare data, but all elemental in the provision of data management, data services, and administrative and clinical healthcare services. In addition, this guide addresses specific requirements for granting access privileges to patient-specific health information during health emergencies.

1.2 This guide is based on long-term existing and established professional practices in the management of healthcare administrative and clinical data. Healthcare data, and specifically healthcare records (also referred to as medical records or patient records), are generally managed under similar professional practices throughout the United States, essentially regardless of specific variations in local, regional, state, and federal laws regarding rules and requirements for data and record management.

1.3 This guide applies to all individuals, groups, organizations, data-users, data-managers, and public and private firms, companies, agencies, departments, bureaus, service-providers, and similar entities that collect individual, group, and organizational data related to health care.

1.4 This guide applies to all collection, use, management, maintenance, disclosure, and access of all individual, group, and organizational data related to health care.

1.5 This guide does not attempt to address specific legislative and regulatory issues regarding individual, group, and organizational rights to protection of privacy.

1.6 This guide covers all methods of collection and use of data whether paper-based, written, printed, typed, dictated, transcribed, forms-based, photocopied, scanned, facsimile, telefax, magnetic media, image, video, motion picture, still

picture, film, microfilm, animation, 3D, audio, digital media, optical media, synthetic media, or computer-based.

1.7 This guide does not directly define explicit disease-specific and evaluation/treatment-specific data control or access, or both. As defined under this guide, the confidential protection of elemental data elements in relation to which data elements fall into restrictive or specifically controlled categories, or both, is set by policies, professional practice, and laws, legislation and regulations.

2. Referenced Documents

2.1 *ASTM Standards*:²

E1869 Guide for Confidentiality, Privacy, Access, and Data Security Principles for Health Information Including Electronic Health Records

E2595 Guide for Privilege Management Infrastructure

3. Terminology

3.1 *Definitions*:

3.1.1 *access*—the provision of an opportunity to approach, inspect, review, retrieve, store, communicate with, or make use of health information system resources (for example, hardware, software, systems, or structure) or patient identifiable data and information, or both. **(E1869)**

3.1.2 *access control*—the prevention of unauthorized use of a resource, including the prevention of use of a resource in an unauthorized manner.

3.1.2.1 *Discussion*—Access control counters the threat of unauthorized access to, disclosure of, or modification of data. **(ISO 7498-2)**

3.1.3 *accountability*—the property that ensures that the actions of an entity can be traced. **(ISO 7498-2)**

3.1.4 *audit trail*—data collected and potentially used to facilitate a security audit. **(ISO 7498-2)**

3.1.5 *authentication*—the corroboration that an entity is the one claimed. **(ISO 7498-2)**

¹ This guide is under the jurisdiction of ASTM Committee E31 on Healthcare Informatics and is the direct responsibility of Subcommittee E31.25 on Healthcare Data Management, Security, Confidentiality, and Privacy.

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² For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.