



Trauma Center Practice Management Policy

*Iowa Methodist Medical Center and Blank Children's Hospital
Des Moines, Iowa*

| SECURITY ACCESS TO TRAUMA REGISTRY | |
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| Policy #11 | |
| ADULT AND PEDIATRIC Practice Management Policy | Effective: 10/26/2007 |
| Contact: Trauma Center Medical Director/ Trauma Center Program Manager | Last Reviewed: 01/29/2017 |

I. PURPOSE/ STATEMENT: To provide security of the Trauma database by preventing unauthorized access to accounts and allowing access levels to be assigned for each user.

II. PROCEDURE:

- A. Administrative access is retained by the Trauma Supervisor and Trauma Research Data Analyst.
- B. Administrative access is required to add, modify or delete user accounts.
- C. Access may be granted to a new user by the Trauma Supervisor.
- D. New users may be granted access as Advanced, Data Entry, Guest, Reporting, Site Supervisor, or Supervisor in Trauma One.
- E. The level of access given to a new user is at the discretion of the Trauma Program Manager and Trauma Supervisor.
- F. Audit Logs are available to those users with Administrative access in the Trauma databases.

Approved by Trauma Committee, October 26, 2007

Revised and approved by Trauma Committee, July 30, 2010

Revised and approved by Trauma Committee, June 20, 2014

Revised and approved by Trauma Committee, October 28, 2016

Revised and approved by Trauma Committee, January 29, 2017