

# HPHConnect Account Revalidation

## Definition

Account Revalidation is a regular review of user accounts by their main office contact to ensure that access is limited to only those functions which are needed to accomplish the user's job. The main office contact will perform an annual revalidation of all user accounts attached to their on-line account in *HPHConnect* for providers.

Detailed instructions describing how to complete the Account Revalidation process are available in the *Account Revalidation User Guide*.

## Purpose for Account Revalidation Review

The Health Insurance Portability and Accountability Act (HIPAA) and other state and federal regulations require robust user access controls and processes for users who have access to protected health information (PHI). Regular validation of user account access is a key process in safeguarding PHI. Revalidating accounts periodically helps ensure that appropriate access is granted *only* to appropriate users. Within the *HPHConnect* application, the main office contact serves the role of a supervising manager for users they have added to *HPHConnect* for providers is responsible for revalidation of user account access.

## Review Materials

Review the full list of current users and:

- Delete user accounts for all those who no longer require access (i.e., any users who have changed positions or who have left the organization).
- Validate that any remaining user accounts have been attached to the correct roles.

## Account Revalidation Review Schedule

Main office contacts should perform account revalidation annually. You will be notified by e-mail sixty days prior to the Account Revalidation due date.

## Reference Tools

- Main office contact users will receive e-mail reminders to perform their annual account revalidation. An initial e-mail notification will be sent 60 days prior to an account revalidation due date. Up to two additional e-mails will be sent at 30 days prior to the due date, and 15 days prior to the due date, in the event that an account revalidation process has not been completed.
- Accounts that have not completed their account revalidation process by the due date will result in a lock-out of provider access to *HPHConnect* (all user access will be locked).
- It is recommended that each main office contact review the *Account Revalidation User Guide* for detailed instructions.

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### PUBLICATION HISTORY

01/01/22	annual review; no changes
01/01/23	reviewed; no changes