HEALTHQUEST

Title:	**Number/Type**:
Visitor Access Policy	*Number-Type*
Owner:	**Effective Date**:
Chief Information Security Officer (CISO)	05/01/2016
For use at: All HQ Facilities	

POLICY/PURPOSE

The purpose of this policy is to provide guidance for Visitors/Vendors to Health Quest Information Technology premises, as well as for employees sponsoring Visitors to Health Quest Information areas.

PROCEDURE

This policy applies to all Visitors to any premise of Health Quest Information Services and to employees who sponsor Visitors.

1 - Check-In

All Visitors/Vendors must arrive at the main reception desk.

All Visitors/Vendors must be met by their employee sponsor at the time of Check-In.

Visitors/Vendors must sign the "Health Quest Information Technology Visit Sign In Log" before being allowed to proceed. If the Visitor/Vendor needs access to the Data Center they will need to also sign the "Health Quest Information Technology Data Center Access Sign In Log" and follow all Data Center Access policies.

Visitors/Vendors should not request information that does not pertain to their visit or the work being performed. confidential or otherwise inappropriate nature, requests for corporate documents, customer information, financial projections, comments on any matter currently under litigation, future products or future corporate direction, or requests for information or statements in the name of the company (as might be requested by a reporter or a lawyer) will be reported to the Office of the CISO.

2- Check-Out

Visitors/Vendors will check out at the same station where they signed in.

3- Multiple Day Visits and Longer Term Contracts

Visitors/Vendors who are at Health Quest for multiple days must follow all procedures associated with this policy (Check-In, Check-Out, etc.) on each day of their visit. Longer term contractors will need to get a photo-ID badge and appropriate access.

REFERENCES/SOURCES

1. HIPAA Security & Privacy Rule

POLICY HISTORY:

Supersedes: Policy Drafted on 07/29/2009
Original implementation date: 07/29/2009
Date Reviewed: 04/28/2016
Date Revised: 05/05/2016

APPROVAL:

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John Schwartz - CISO   Date