



Policy Title: Facility Access and Security Policy			
Department Responsible: THN Compliance and Integrity	Policy Code: THN-CP-102-0919-Facility Access and Security Policy	Effective Date: September 30, 2019	Next Review/Revision Date: September 30, 2020
Title of Person Responsible: THN Compliance Officer	Cone Health Approval Council: Board of Managers		Date Adopted by THN Compliance & Integrity:

PURPOSE:

To provide instruction to all Triad HealthCare Network workforce members regarding access to Triad HealthCare Network facilities. To maintain the security of Triad HealthCare Network facilities. To maintain the security of Triad HealthCare Network facilities by defining workforce members' responsibilities in the access control process. This policy defines rules necessary to achieve access security in Triad HealthCare Network facilities.

DEFINITIONS:

Workforce Members	Workforce members, trainees, and other persons whose conduct, in the performance of work for the department, its offices, programs or facilities, is under the direct control of the department, office, program or facility, regardless of whether they are paid by Triad HealthCare Network.
--------------------------	--

POLICY:

A. Access during Normal Business Hours:

Access to facilities by workforce members is allowed on normal workdays (excluding holidays and weekends for most workforce members) from 7:00 a.m. until 6:00 p.m. Only authorized employees, workforce members and other who have been assigned a visitor's badge are to be allowed access to Triad HealthCare Network facilities.

B. Access outside Normal Business Hours:

Employees authorized for after-hours access may enter the facility and must re-secure any external access portals opened for such access. After entry, the workforce member must comply with all security measures required during normal business hours.

C. Security:

Members of the workforce shall follow all procedures established and incorporated into this policy to maintain the appropriate level of facility security.



PROCEDURE:

- A. Lost External Access Tool:** A member of the workforce who loses an external access key or other tool that does not allow direct access to secure areas shall:
 1. Report the key or external access tool loss to the Office Manager as soon as possible.
 2. To the extent possible, determine the cause of the loss of the key or access tool and provide suggestions to prevent a reoccurrence.

REFERENCE DOCUMENTS:

PREVIOUS REVISION/REVIEW DATES:

<i>Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Notes</i>