

Policy Title: Facility Access and Security Policy			
Department Responsible: THN Compliance & Integrity	Policy Number: SEC-107	THN's Effective Date: January 1, 2022	Next Review/Revision Date: September 30, 2024
Title of Person Responsible: THN Director of Compliance & Privacy	THN Approval Council: THN Compliance and Privacy Committee	Date Committee Approved: June 9, 2023	Date Approved by the THN Board of Managers: August 15, 2023

- I. **Purpose.** The purpose of SEC-107 is to provide instruction to all Triad HealthCare Network (THN) workforce members regarding access to THN's facilities and to maintain security of THN's facilities by defining workforce members' responsibilities in the access control process.
- II. **Policy.** This policy defines rules necessary to achieve access security in THN facilities.
- III. **Procedure.**
 - A. **Access during Normal Business Hours**
 1. 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 others who have been assigned a visitor's badge are to be allowed access to THN facilities.
 - B. **Access outside Normal Business Hours**
 1. 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 members must comply with all security measures required during normal business hours.
 - C. **Security**
 1. Members of the workforce shall follow all procedures established and incorporated into this policy to maintain the appropriate level of facility security.
 - D. **Lost External Access Tool**
 1. A member of the workforce who loses an external access key or other tool that does not allow direct access to secure areas shall:
 - a. Report the key or external access tool lost to the Officer Manager as soon as possible.



- b. To the extent possible, determine the cause of the loss of the key or access tool and provide suggestions to prevent a recurrence.

Date	Reviewed	Revised	Notes
January 1, 2022			Originally Published for DCE
May 2023	X		Reviewed for REACH – no changes