

Communication Sciences and Disorders, Speech-Language-Hearing Clinic

Policies and Procedures

**Policy: Removing permissions when employment is terminated #4**

**Procedure:**

* Contact the IT department and inform them of the employee termination.
* IT will identify the user, determine what groups they are a member of and remove them from the groups.
* IT will remove them as an administrator from their local machine and back up their user folder to a secure storage.
* IT will remove application specific access by either disabling a special username in an application or remove their account access if they use their NAU access.
* Insurance Billing and Collections Specialist will complete an EPAR removing the terminated employees NAU permissions.
* Insurance Billing and Collections Specialist will contact all Electronic Medical Records companies and remove them from having access.
* Insurance Billing and Collections Specialist will contact CALYPSO and remove the terminated employee from having access to the system.
* Insurance Billing and Collections Specialist will remove the terminated employee from having access to the NAU Outlook system.