Information Access Management/Termination

Please remember that when a workforce member or student separates from your department, whether on a regular or temporary basis, the manager must ensure that the workforce member’s or student’s termination procedures include immediate electronic access termination or deactivation – even if the individual may be returning at a later date (e.g., the following fall).

Termination of access in these situations protects patient privacy and is required by HIPAA and UMHS Policy 01-04-510, Workforce Security and Information Access Management.

Electronic Access Termination Procedures

For regular workforce members and temporary workforce members who are tracked in the Human Resources system (i.e., paid directly by the University), the department manager should do the following:

- Create a Personal Access Request (PAR) within M-Pathways to terminate the workforce member’s or student’s employment. Please remember to list the appropriate approver(s) based on the unit’s approval process.
- Check account status at https://idm.med.umich.edu/account/ (instructions below – can be checked by any authorized signer).

Some temporary, volunteer, visitor, and student workforce members are not paid directly by the University; these individuals are therefore not tracked in the Human Resources system. Initiate access termination for these workforce members by calling UMHS Health Information Technology & Services (HITS) at (734) 936-8000, or by submitting the ARWeb Account Request form (see Account Requests & Authorized Signers Information).

NOTE: For those temporary staff at Michigan Medicine (contracted, temporary, volunteer, and student workforce) who are part of a defined regular group (like medical students, nursing students, pharmacy students, interns, externs, etc.) where the responsible department and HITS have instituted a pre-defined and pre-approved start and stop date, a separate ticket is not needed. Authorized signers can check the expiration date and current status for these accounts using the Customer Support Page managed by HITS.
Check Level-2 Account Status

How to Check Level-2 Account Status (screenshots below)

Michigan Medicine Managers and Authorized Signers should be able to check staff Level-2 account status by following these instructions:

1. Open the HITS Customer Support Page
2. Log in using your Level-2 password.
3. Find the Level-2 account using its uniqname, UMID, or last name, and then click on “Search”.
4. Click the “View” icon to see the detailed information of the Level-2 account.
   - If the Level-2 account is disabled, a date will be visible in the “Account disabled on” field.
   - If the Level-2 account is not disabled, the “Account disabled on” field will be blank.

Michigan Medicine Managers and Authorized Signers should be able to check staff Level-2 account status by following the instructions below.

1. Open https://idm.med.umich.edu/account
2. Log in using your Level-2 credential.
3. Find the Level-2 account using its Uniqname, UMID, or Last Name, and then click on Search.

4. Click the “View” icon to see the detailed information of the Level-2 account.
5. If the Level-2 account is disabled, a date is shown in the “Account disabled on:” field. If the Level-2 account is not disabled, the “Account disabled on:” field is blank.