



## **Facility Accessibility Policy**

Access to our physical office involves protections and provisions for patients and staff. Every effort is made to maintain a safe physical environment for all patients and staff and a safe and protected environment for patient information. In addition to those policies, in order to maintain patient, staff and information safety, the following policies are adopted. All policies are evaluated relative to their importance or necessary privacy.

- Ensure new construction and altered facilities meet all disability and OSHA regulations and existing construction comply with OSHA as required.
- Access to the office is restricted by the use of locks and barriers. Common entry areas are unlocked during business hours and monitored by front office personnel. Other designated entries are locked only from the outside per OSHA guidelines.
- A list of all staff with access to the office through key or card admission is maintained in our HIPAA privacy and security documents. Staff are instructed to never share access privileges with any other individual. All access keys and cards are retrieved from any Staff member upon voluntary or involuntary termination.
- Visitor access to the office requires maintenance of a visitor sign-in/out log which will be maintained in either manual or digitally recorded format. Visitor movement throughout the office will be monitored by all Staff.
- Areas where patients should not or do not have access are documented by appropriate notifications. Access to such areas may also be restricted by use of locks or other barriers.
- Per HIPAA privacy requirements, all areas containing sensitive patient or practice information, including IT or computer rooms will be physically restricted by access location or lock. Any situation where visitor access to such areas is required will be continually monitored.

The Office Manager or their designee will regularly review all physical facility access issues.