

Employee Termination Procedures

(AAP recommended policy modified by PCC)

The System Administrator or Security Official will be responsible for ensuring the following procedures take place immediately upon an individual's termination from the practice. Doing so will revoke an individual's access to the physical office as well as access to the computer system.

Prior to the individual's departure, the System Administrator or Security Official will:

Contact a locksmith to change the practice locks, if necessary.

Secure a full computer backup tape.

Instruct individual whether or not to clean out his/her computer hard drive, if appropriate.

Retrieve the following from the individual prior to departure:

Backup tapes

Keys:

Office

Safe

Desk

Filing cabinets

Mailbox

Keycards (building; parking deck)

Computer System Passwords

Network passwords

Email passwords

Additional passwords

Retrieve and secure practice property, including laptops, personal data assistants (PDAs), and cell phones.

Have office locks changed, if needed. If the practice utilizes a door lock with a key pad, the key pad numbers must be changed.

Circulate new keypad code numbers and office keys to pertinent practice employees, if necessary.

Change or delete (as applicable) passwords to the computer workstation, network, and all email/internet accounts.