

## BANNER HEALTH CLINICAL CONNECTIVITY ACCESS REVIEW GUIDE

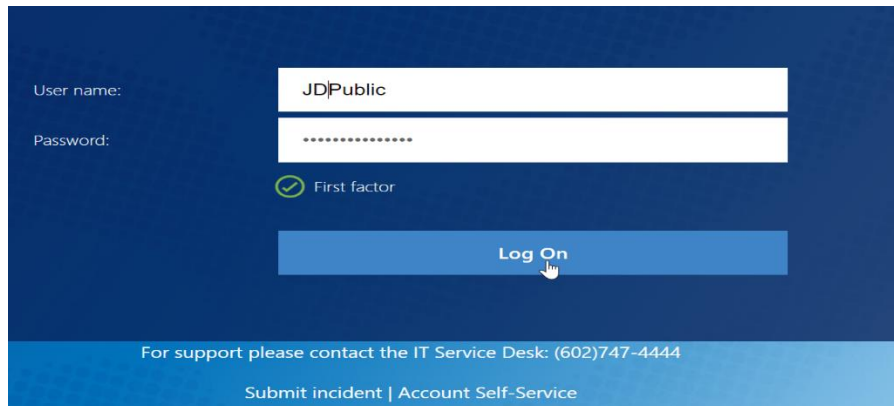
This guide is designed to help you navigate the process of completing access reviews with ease and confidence. Access reviews ensure that users have the appropriate permissions and identify inactive accounts, which is crucial for protecting patient data. Your role in this process is vital for maintaining security and compliance in our organization.

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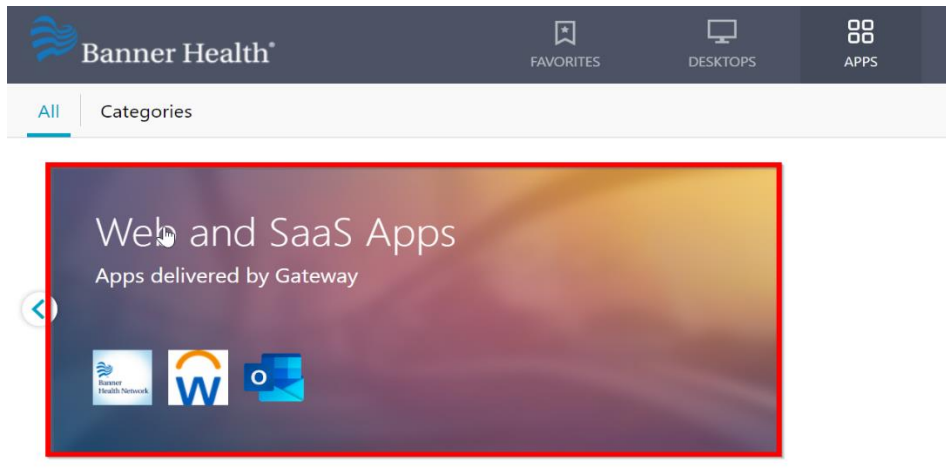
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### Navigating to Access Review

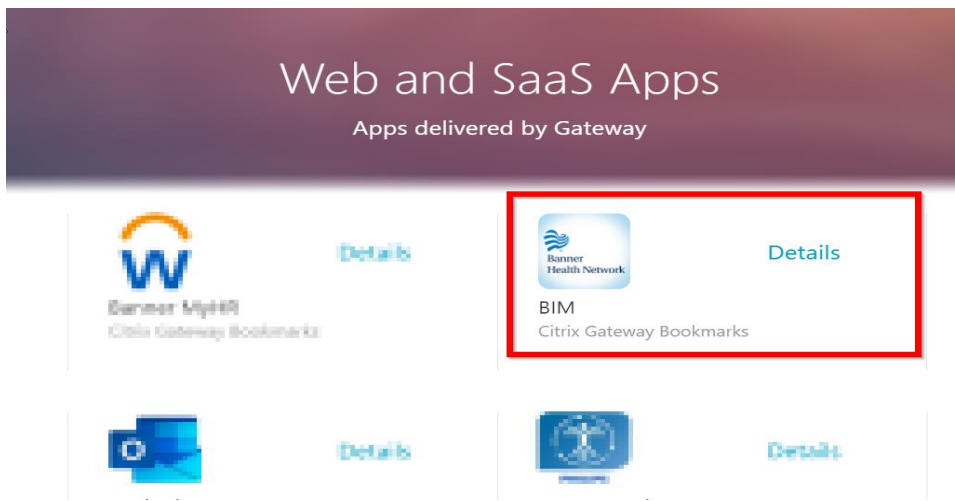
1. Login to Banner / Clinical Connectivity: <https://workspace.bannerhealth.com>



2. Click on the **Web and SaaS Apps** box.

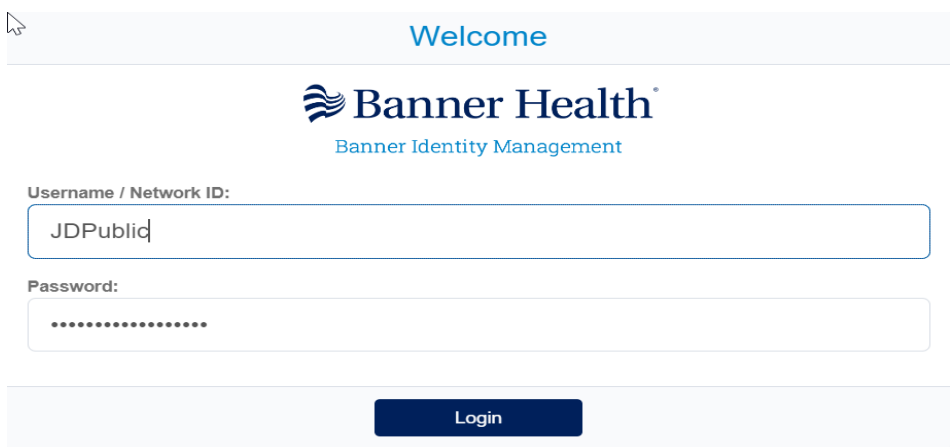


3. Click on the **BIM** (Banner Identity Management) application icon.

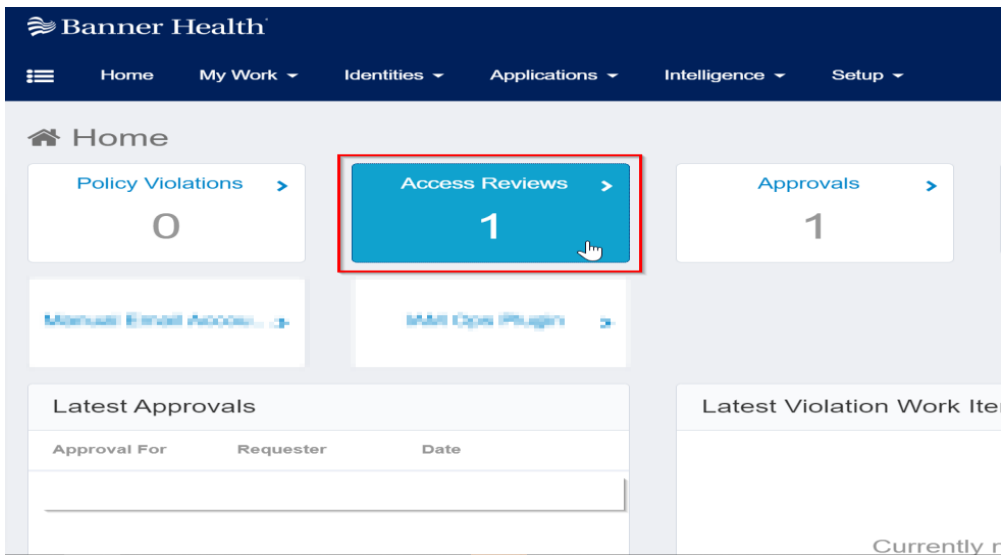


**Note:** [Click Here](#) if the BIM icon does not redirect to the BIM application page.

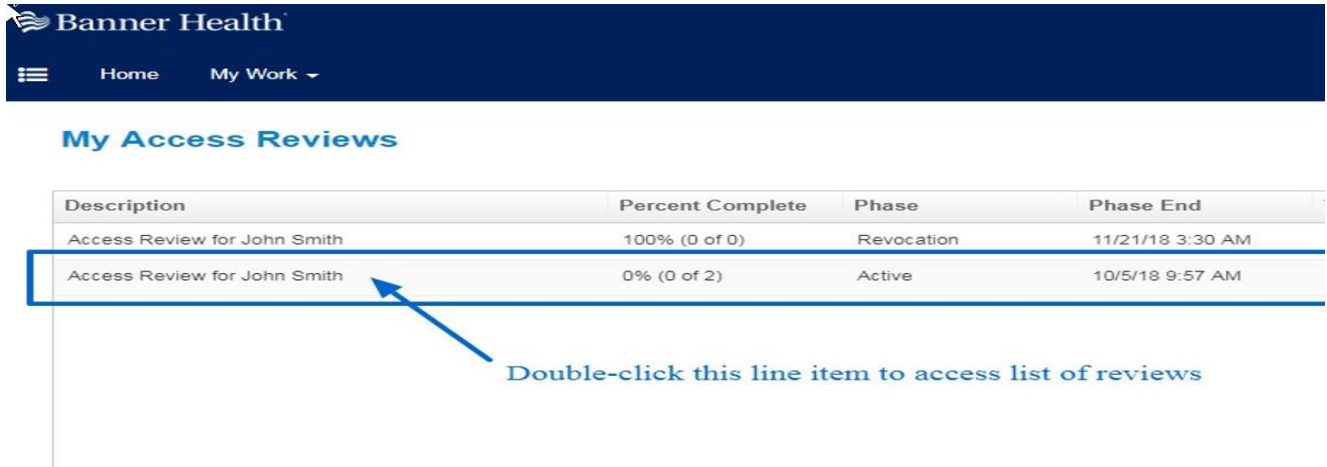
4. Login to BIM using your Banner / Clinical Connectivity username and password.



5. Click on the **Access Reviews** box.



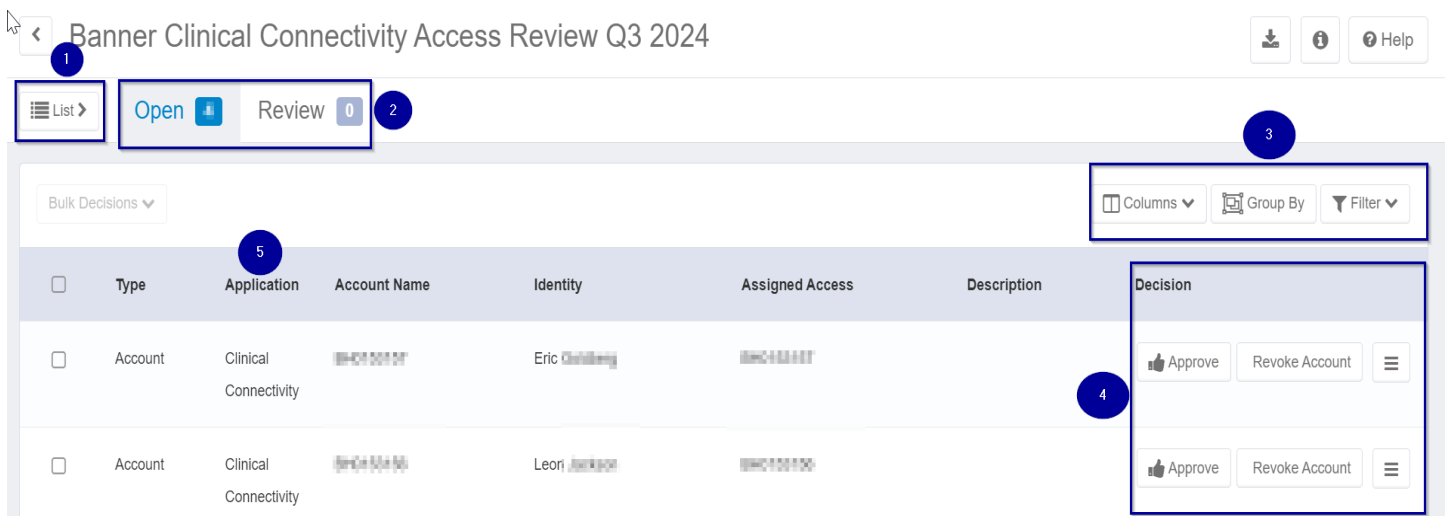
- Click the line item Access Review (in the DESCRIPTION column) to be taken to the **Worksheet View**.



The screenshot shows the Banner Health interface. At the top, there is a navigation bar with the Banner Health logo and a menu with 'Home' and 'My Work'. Below this is the heading 'My Access Reviews'. A table displays two rows of access reviews. The first row is 'Access Review for John Smith' with a 'Percent Complete' of 100% (0 of 0), 'Phase' of 'Revocation', and 'Phase End' of '11/21/18 3:30 AM'. The second row is also 'Access Review for John Smith' with a 'Percent Complete' of 0% (0 of 2), 'Phase' of 'Active', and 'Phase End' of '10/5/18 9:57 AM'. A blue box highlights the second row, and a blue arrow points to it with the text 'Double-click this line item to access list of reviews'.

Description	Percent Complete	Phase	Phase End
Access Review for John Smith	100% (0 of 0)	Revocation	11/21/18 3:30 AM
Access Review for John Smith	0% (0 of 2)	Active	10/5/18 9:57 AM

## Worksheet View



The screenshot shows the 'Banner Clinical Connectivity Access Review Q3 2024' worksheet view. At the top, there is a navigation bar with a back arrow, the title, and buttons for download, info, and help. Below this is a toolbar with a 'List' button, 'Open' (4) and 'Review' (0) buttons. A 'Bulk Decisions' dropdown is on the left, and 'Columns', 'Group By', and 'Filter' dropdowns are on the right. The main table has columns: Type, Application, Account Name, Identity, Assigned Access, and Description. There are two rows of data. A 'Decision' panel is open on the right, showing 'Approve' and 'Revoke Account' buttons for each row. Numbered callouts 1 through 5 highlight various UI elements.

Type	Application	Account Name	Identity	Assigned Access	Description
Account	Clinical Connectivity	[REDACTED]	Eric [REDACTED]	[REDACTED]	[REDACTED]
Account	Clinical Connectivity	[REDACTED]	Leoni [REDACTED]	[REDACTED]	[REDACTED]

- Access the Identity List view for viewing individual identities.
- Shows the number of items that are **Open** and **Complete**.
- Options to adjust the display of the worksheet view by adjusting the columns, grouping the items, and setting filters.
- Decision buttons to **Approve** or **Revoke** item access. The menu button opens options to **View Decisions**, **Comment**, **History** and **Details**.
- The **Application** column shows the application for the designated team member. Banner has hundreds of applications - review the description column to learn more.

## Conducting Access Review

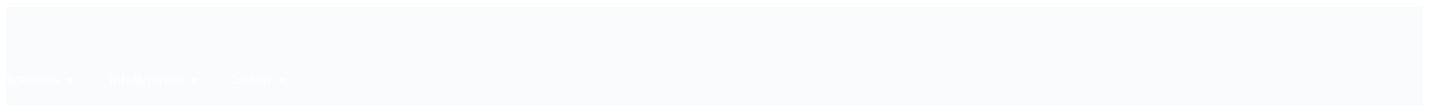
To Approve/Revoke, do the following:

1. Select the **Approve** button to confirm the team member should still have access to the application.
2. Select the **Revoke** button to remove access for the application for the team member. Note, if **Revoke** is chosen, a **Comment Box** window will appear. You will need to type in a reason for the **Revoke**.
3. Once your selections have been made, select the **Save Decisions** button at the bottom of the page. Decisions must be saved before moving to a different page.

The screenshot shows a web interface for conducting an access review. At the top, there are tabs for 'List', 'Open' (with a blue indicator), and 'Review' (with a '0' indicator). Below the tabs, there are controls for 'Bulk Decisions', 'Columns', 'Group By', and 'Filter'. The main area is a table with the following columns: Type, Application, Account Name, Identity, Assigned Access, Description, and Decision. Two rows are visible, each representing an account. The first row has a green 'Approve' button and a grey 'Revoke Account' button. The second row has a grey 'Approve' button and a red 'Revoke Account' button. At the bottom of the table, there are 'Clear' and 'Save 4 Decisions' buttons. Red and blue annotations (1, 2, 3) point to the 'Approve' buttons, the 'Revoke Account' buttons, and the 'Save 4 Decisions' button respectively.

Type	Application	Account Name	Identity	Assigned Access	Description	Decision
Account	Clinical Connectivity	[REDACTED]	Eric [REDACTED]	[REDACTED]		<input type="checkbox"/> Approve <input type="button" value="Revoke Account"/>
Account	Clinical Connectivity	[REDACTED]	Leon Jackson	[REDACTED]		<input type="checkbox"/> Approve <input type="button" value="Revoke Account"/>

4. Click the Sign-Off Decisions button to complete your access review.



Review Q3 2024

## Almost Done!

You have taken action on all items in this access review. To complete the access review, sign off on all certification decisions made. By doing this, you certify that all decisions - either selected by yourself or a delegate - are correct to the best of your knowledge.

The screenshot shows a green button with a pencil icon and the text 'Sign-Off Decisions'. Below the button is a blue link that says 'Review Decisions and Sign-Off Later'. The background is a light gray gradient.