**ACCESS TO PHI NEEDED BY FUNCTION**

* Due to size of business and cross functional responsibilities of workers, all workers have access to all PHI.
* Access information is reviewed with all workers PRIOR to working with PHI, when a worker’s job function changes, and annually.

See *Hardware, Software, and Media Inventory Form* for system names.

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| Type of Access:  E = Read/Edit  R = Read Only  N = None | Clinical Staff Medical | Clinical Staff Dental | Lab/Radiology | Receptionist | Insurance and Billing | Medical Records | | Referrals | Admin | Collections | Transcription | Research S | Courier | Students and Residents | Contract Clinical | | Contract non-clinical | Volunteer |  |  |
| Practice Management System |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |
| EHR/EMR System |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |
| Paper Patient Records/Room |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |
| Visit schedules |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |
| Visit notes |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |
| Testing Orders  (lab, radiology, other) |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |
| Test Results & Images |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |
| Prescription Information |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |
| Patient Demographics |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |
| Insurance Only |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |
| Research Study Data |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |
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| Completed by (Name): |  | | | | | | Title: | | | | | | | | | Date: | | | | |
| Routine Review (Name): |  | | | | | | Title: | | | | | | | | | Date: | | | | |
| Routine Review (Name): |  | | | | | | Title: | | | | | | | | | Date: | | | | |
| Routine Review (Name): |  | | | | | | Title: | | | | | | | | | Date: | | | | |