

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, & Media Inventory* form for system names.

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	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																			
Completed by (Name):								Title:								Date:			
Routine Review (Name):								Title:								Date:			
Routine Review (Name):								Title:								Date:			
Routine Review (Name):								Title:								Date:			