

Role-Based Access to Protected Health Information Evaluation

EXAMPLE

Job titles	Department Chair	Department Administrator	Faculty	Resident	Student	Researcher	Billing clerk	Administrative Asst I	Clinic Manager	Medical Records clerk	Registration/front desk clerk
Paper records											
Patient Health Records											
Access to all records	✓	✓						✓	✓		
Access to selected records or selected parts based on job duties						✓				✓	
Access to records of patients he/she is treating			✓	✓	✓						
Access to selected records to supervise patient care.			✓								
Access to records occasional and only as directed by supervisor							✓				
Access to records as allowed by IRB protocols.					✓						
Billing Records											
Access to all records	✓	✓				✓		✓			
Access to selected records based on job duties									✓		
Access to records occasional and only as directed by supervisor							✓				
Patient Logs											
View	✓	✓	✓	✓	✓		✓	✓	✓	✓	
Copy	✓	✓	✓	✓			✓	✓	✓		

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Job titles	Department Chair	Department Administrator	Faculty	Resident	Student	Researcher	Billing clerk	Administrative Asst I	Clinic Manager	Medical Records clerk	Registration/front desk clerk
Electronic Records											
UHS Clinical Inquiry											
Access to PHI of patients he/she is treating	✓		✓	✓	✓						
Other access directed by supervisor		✓					✓		✓	✓	✓
Patient Logs											
View	✓	✓	✓	✓				✓	✓		
Create, data entry								✓			
IDX											
View		✓					✓		✓	✓	✓
Create, data entry							✓				✓

Note: The Administrative Assistant I has limited access to patient health or billing records. She maintains the Electronic Patient Log based on minimal PHI received on a daily basis from faculty and residents.