

Employee's Name:

Job Title:

Department/Service Assigned:

If employee falls into more than one functional category listed below, access should be granted based on the less restrictive category to meet the need of an intended purpose.

This table shows access or non access to PHI in regards to functional category, it does not show if a user needs access to their own System of Records in order to complete their job functions.

Immediate Supervisor: Check off functional category, review with employee, obtain signatures, and maintain copy in the *Supervisor's Personnel Files (RCS 10-1, 05-3)* for the individual employee.

Access or use of Protected Health Information (PHI) not required (EMS, Veterans Canteen Service, Mailroom Employee, etc.)

	Functional Categories (Class of Persons)	Type of Protected Health Information Accessible	Allowable Systems of Records for Limited Access	Conditions for Access to Information
<input type="checkbox"/>	Direct Care Providers	Entire Medical Record		Treatment of Individuals
<input type="checkbox"/>	Department of Veterans Affairs (VA) Researchers	Entire Medical Record including research records		Activities as approved by an Institutional Review Board or Privacy Board; reparatory to research
<input type="checkbox"/>	Indirect Care Providers	Entire Medical Record		In support of treatment of individuals
<input type="checkbox"/>	Business Office Administrative	Entire Medical Record		In support of payment of Individuals care
<input type="checkbox"/>	Health Information Support Services	Entire Medical Record		Assign diagnostic codes to transcribe, file, release information, and provide or input registry data
<input type="checkbox"/>	Quality, Oversight and Investigations	Entire Medical Record including research records		Medical Inspections, investigations, complaint review and resolution, quality reviews and compliance, congressional response
<input type="checkbox"/>	Mail Room	No Need for access to PHI		Mail Room Staff
<input type="checkbox"/>	Chief of Police	Limited Health Record	79VA19, 24VA19	Chief of Police looking up patients information in Patient Inquiry
<input type="checkbox"/>	Police and Security Service	No Need for access to PHI		Security Police, and Police Staff
<input type="checkbox"/>	Safety	No Need for access to PHI		Patient safety, radiation safety, environmental safety and biomedical safety
<input type="checkbox"/>	Information Security, Privacy, Compliance, VISN Staff, Patient Advocate	Entire Health Record including research records		Monitoring and tracking of security privacy and compliance issues
<input type="checkbox"/>	Operations Support and Environmental Services	No need for access to PHI		Contracting, Human Resources, Acquisitions, Environmental, Engineering, Employee Education Service, Forms, Publications, and Library

	Functional Categories (Class of Persons)	Type of Protected Health Information Accessible	Allowable Systems of Records for Limited Access	Conditions for Access to Information
<input type="checkbox"/>	Leadership and Management	Limited access, where necessary to complete assignment	24VA19, 79VA19, 121VA19 and any other system of records with national data.	Operation and management, executive decisions for health care operations
<input type="checkbox"/>	Non Health Information Administrative Support	Limited Health Record, where necessary to complete assignment	79VA19	Administrative Support, medical media, public affairs, mail room, telecommunications, and information desk
<input type="checkbox"/>	Eligibility and Enrollment Staff	Entire Health Record		For enrollment, eligibility, income and insurance verification
<input type="checkbox"/>	Information Technology	Limited Health Record, where necessary to complete assignment	79VA19, 24VA19, 121VA19 and any other system of records for an IT system.	Computer Systems Maintenance and Support
<input type="checkbox"/>	Veterans Canteen Service	No need for access to PHI		Cafeteria, Retail Store
<input type="checkbox"/>	Volunteer Services	Limited Health Record	79VA19, 24VA19	Transportation and other services

By signing this document I acknowledge and understand that I have been assigned the functional categories listed above and given computer access and VistA menu options to access and use Protected Health Information only in the performance of my official job duties and assigned task.

Employee's Signature:	Date:
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Supervisor's Signature:	Date:
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<input type="checkbox"/> Interim Review for Position Change	<input type="checkbox"/> Interim Review for Job Assignment Change
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The following changes have been made to employees' functional category:

No changes made, functional category and menu options to remain the same

Employee's Signature:	Date:
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Supervisor's Signature:	Date:
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