

Role Based Matrix for Access to PHI

Position	Access Level			Explanations/Duties Performed Requiring Access	Access reviewed
	1	2	3		
Onsite Program Administrator		X		Legal monitoring when inconsistencies arise; when Onsite Manager position changes	monthly- beginning of the month
Chief of Human Resources	X			None	monthly- beginning of the month
Onsite Clinic Manager			X	Operations / Treatment	monthly- beginning of the month
Supervising Physician			X	Reviewing treatment	monthly- beginning of the month
Lead Physician Assistant / NP			X	Treatment	monthly- beginning of the month
Nurse Practitioner			X	Treatment	monthly- beginning of the month
Physician's Assistant			X	Treatment	monthly- beginning of the month
Medical Receptionist			X	Scheduling / Issue Resolution	monthly- beginning of the month
Registered Nurse			X	Treatment	monthly- beginning of the month
Licensed Practical Nurse			X	Treatment	monthly- beginning of the month
Medical Assistant			X	Treatment	monthly- beginning of the month
PRN Nurse Practitioner			X	Treatment	monthly- beginning of the month
PRN Physician's Assistant			X	Treatment	monthly- beginning of the month
PRN Registered Nurse			X	Treatment	monthly- beginning of the month
PRN Licensed Practical Nurse			X	Treatment	monthly- beginning of the month
PRN Medical Assistant			X	Treatment	monthly- beginning of the month
PRN Medical Receptionist			X	Scheduling / Issue Resolution	monthly- beginning of the month
Registered Dietician			X	Treatment	monthly- beginning of the month
Human Resources General Counsel		X		Legal monitoring when inconsistencies arise	monthly- beginning of the month
HR Administrative Assistant	X			None	monthly- beginning of the month
HR Benefits Associate			X	Assistance with scheduling / no show & late fee info	monthly- beginning of the month
Safety and Health Department Specialist			X	Scheduling / Assistance with Clinic Operations	monthly- beginning of the month
Department Interns		X		Assistance with Clinic Operations	monthly- beginning of the month
				Level 1 Access- NONE No access to Designated Record. Signed HIPAA form on file for designated individual.	
				Level 2 Access- May access minimum necessary PHI to complete assigned tasks and / or to document actions (i.e. PHI discussed). Signed HIPAA forms on file for designated individual.	
				Level 3 Access- Full access to the Medical Record. Signed HIPAA forms on file for designated individual.	