

**Role-Based Access Worksheet\***

Member Name:

Date:

Job Title:

Member ID #:

College/Department/Clinic:

Phone:

Supervisor:

(PHI = Protected Health Information)

Type of PHI Member Needs to Access	<i>Type of Use – check all that are applicable</i>							
	<i>No Access</i>	<i>Create/Add</i>	<i>Edit</i>	<i>Use</i>	<i>View</i>	<i>Disclose</i>	<i>Transport</i>	<i>Destroy</i>
No access to PHI needed to do the job.								
Entire Designated Record Set								
Demographics								
Financial/Billing								
Stored PHI (on or-off site)								
Other PHI:								

**Type of Use:**

- Create or Add to: Be primary source of documentation and/or make entries under the direction of the provider or supervisor.
- Edit: Change incorrect data and/or transcribe data.
- Use: Read to make decisions appropriate for position.
- View: View information but not make revisions or additions.
- Disclose: Convey the information to persons or entities outside of the Health Plan.
- Transport: Move information from one place to another.
- Destroy: Make final legal disposition of the records.

I understand that my access to and use of Protected Health Information created, obtained, and/or maintained by the University Health Plan is limited to the types and uses indicated on this worksheet. I agree to seek permission from my supervisor prior to using Protected Health Information in any manner not permitted by this worksheet.

I understand that if I use or disclose Protected Health Information in violation of this worksheet, the Health Plan's Privacy or Security Policies, or federal or state privacy laws, I will be subject to sanctions, which may include but are not limited to, termination.

Member Signature \_\_\_\_\_

Date

\*\*Supervisor

Date

\*To be completed for all members and volunteers of the Health Plan of the University by the employee's or volunteer's supervisor. Must be updated as necessary to reflect changes in responsibilities.

\*\*I affirm that the types of uses indicated above are consistent with the member's access to PHI.