

Defense Health Agency Protected Health

Information Management Tool (PHIMT)

Training Reference: User Guide Version 3.0

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# 1.0 INTRODUCTION TO PHIMT

The Privacy Rule of the Health Insurance Portability and Accountability Act (HIPAA) of 1996 requires covered entities to safeguard patients' medical records. The Department of Defense (DoD) regulation, DoD 6025.18-R, Health Information Privacy Regulation, implements the Privacy Rule for the Military Health System (MHS).

The Privacy Rule requires a covered entity to maintain a history of when and to whom disclosures of Protected Health Information (PHI) are made. The MHS, as a covered entity, must be able to provide an accounting of those disclosures to an individual upon request. Authorizations and Restrictions from an individual to a covered entity are included in the information required for tracking purposes.

In accordance with DoD 6025.18-R, military treatment facilities (MTFs), as covered entities within the MHS, must provide an accounting of disclosures within 60 days of a request. If the MTF cannot honor an accounting of disclosures within the 60-day period, it must provide information to the requester as to the reason for the delay and expected completion date. The MTF may extend the time to provide the accounting by no more than 30 days. Only one extension is permitted per request.

To comply with these requirements, Defense Health Agency (DHA) created an electronic disclosure-tracking tool. The Protected Health Information Management Tool (PHIMT) stores information about all disclosures, authorizations, and restrictions that are made for a particular patient. PHIMT has a functionality built into it that can provide an accounting of disclosures. This tool is available for MHS covered entities, including MTFs.

### 1.1 PHIMT User Permissions

Each user is assigned to one or more organization(s), which is defined as a logical or physical entity such as an MTF, a Military Service, or DHA.

PHIMT permissions are based on status-level relationships within Service Groups. These Service Groups consist of the Army, Navy, Air Force, and Coast Guard. Anyone in a given Service Group can be granted access to information required to perform his or her duties. Specific roles have corresponding permissions that determine who will have access to what information. Individuals with PHIMT roles have access to information required for job performance as well as access to information accessible to those roles with fewer permissions. No individual will be granted access to information needed to perform duties that require a higher set of permissions. Those in roles with the highest levels of permissions will have access to all information within their Service Group. An individual within any Service Group may not be granted access to information in any other Service Group.

For example, DHA, Group A the top tier, occupies those roles with the highest levels of permissions. Individuals in this group are granted access to all information within their Service Group. Individuals Group B the second tier, do not have access to the information accessible to those in the top tier since they occupy roles requiring a lower level of permissions. However,

Group B does have access to the information in Group C, comprised of roles requiring even lower permission levels. The third tier, Group C, is comprised of offices and command centers within the Service Groups. This tier can only access information necessary for the individual to complete his or her responsibilities. The individual does not have access to information within the higher tiers. There is absolutely no viewing of an individual's information outside of his or her own Service Group.

### 1.2 PHIMT User Roles

A role is a named collection of permissions. Roles allow users with the same permissions to be grouped under a unique name. PHIMT roles include Regular User, User Admin, Privacy Specialist, and Tool Admin.

- A Regular User is a general role with basic functionality. This role can create disclosures and authorization requests that can be routed on to a Privacy Specialist.
- A User Admin is a local administrator for a MTF or a designated Service. The e-mail account administrators will handle this role for each MTF or Service.
- A Privacy Specialist is the Privacy Officer or designee at an MTF or Service level. This role allows the user to maintain disclosure reporting, approve/deny disclosure requests, amend requests, restrict, and suspend disclosures, and to generate associated letters.
- A Tool Administrator has global access to the application and will be maintained by the PHIMT Help Desk. This role allows the user to configure roles within MTFs, and create permissions within the application.

Within an organization, each user can have one or more role(s). A user can have the same roles in multiple organizations, or different roles in multiple organizations. Roles are inherited through permission levels

<u>NOTE</u>: An individual's particular user role will determine the level of PHIMT activities he or she is authorized to perform. Different user roles are authorized to access different tabs in the tool.

The Privacy Office is responsible for granting PHIMT Users access to certain departments that manage PHI based on the user's degree of permissions. Some of the departments that the Privacy Officer may wish to grant access include, but are not limited to:

- Medical records
- Release of information
- Patient advocate
- Patient's rights
- Privacy office

Some or all individuals within these departments may also be designated as Regular Users or Privacy Specialists.

#### 1.2.1 Privacy Specialist

In PHIMT, the Privacy Specialist is usually a Privacy Officer within the facility or a designee at an MTF or Service level. This role allows the user to maintain disclosure reporting, approve/deny disclosure requests, amend requests, restrict and suspend disclosures, and issue complaints.

The Privacy Specialist understands how the MTF manages disclosures. Disclosure requests may be routed from a Regular User to the Privacy Specialist or from one Privacy Specialist to another. This process helps establish working relationships between the different PHIMT users.

#### 1.2.2 Regular User

The Regular User can create disclosure and authorization requests that can later be routed to a Privacy Specialist. He or she can review patient profiles, record an accounting of disclosure request, and revoke authorizations.

### 1.2.3 User Admin

The User Admin will create User-to-User Relationships as directed by the Privacy Officer. A collaborative effort is required to ensure the release of PHI is managed within PHIMT. Before establishing any relationships, the Privacy Officer will have an understanding of the way the MTF manages disclosures, the key individuals involved in the release of information and tracking of disclosures, and the approval process. A complimentary knowledge base will come from you and your understanding of how to create a workflow by routing the requests of a Regular User to a Privacy Specialist and from a Privacy Specialist to another Privacy Specialist, if necessary. Multiple User-to-User Relationships can be established throughout the facility.

## 1.3 PHIMT SYSTEM REQUIREMENTS

Before using PHIMT, it is necessary to understand and ensure the operating requirements are met. PHIMT has specific requirements for the operating system, browser, and plug-ins. In particular, PHIMT requires a Microsoft Windows operating system: Windows XP (home, professional), Windows 2000 (standard, professional, advanced), or Windows 98.

NOTE: Windows NT works with PHIMT in most cases, but some limitations may exist.

#### 1.3.1 Browser Requirements

PHIMT requires the use of Microsoft Internet Explorer, version 6.0 or above.

<u>NOTE</u>: Cookies and JavaScript should be enabled (these items are enabled in a default browser installation).

#### 1.3.2 Plug-Ins

PHIMT requires the use of Adobe Acrobat, version 6.0 or above. The application will also work with version 5.0 but the latest version is recommended.

<u>NOTE</u>: To display the generated letters and reports in the browser, the Adobe Acrobat Plug-in is required. This is normally installed with Adobe Acrobat Reader. Download Adobe Acrobat for free at http://www.adobe.com.

# 2.0 ACCESSING AND USING PHIMT

Now that you have an understanding of why PHIMT was developed, are familiar with its capabilities and system requirements, and understand your role, you are ready to access the application.

To login to the PHIMT application:

1. Enter the URL for PHIMT into the Web browser, https://tma-phimt.csd.disa.mil/hipaax



- 2. Read the DoD Notice and Consent Banner.
- 3. Click on the OK button.

	U.S. Department of Defense Military Health System	i DENTITY AUTHENTICATION SERVICES
This Webs	te has been Public Key Enforced	
<b>DOD</b> PKE	Please click on "CAC Access" below to acce Card (CAC). Make sure that your CAC is inserted into the ( available to the web browser.	ss the application using your Common Access
Address, click t	date your Enterprise E-Mail he link below: terprise E-mail Address	CAC ACCESS

- 4. Click on the Green CAC Access button.
- 5. Select CAC Identification.
- 6. Click on the OK button.

	website you se choose a		w requests	identificat	ion.
	me Issuer				
P. States	_	More I	info	View Cer	tificate Cancel

ActivClient Login	2 X
Actividentity ActivClient	
Please enter your PIN.	
	OK Cancel

- 7. Enter CAC PIN.
- 8. Click on the OK button.



- 9. Read the Notice and Terms of Use.
- 10. Click on the Accept button.
- Upon successful login you will be brought to the PHIMT User Tab.

# 3.0 UNDERSTANDING PHIMT SCREENS

Each tab of the PHIMT screens contains some basic information that will be helpful to you when performing the various activities.

### 3.1 SCREEN FEATURES

There are many features to the PHIMT screen that you can use to navigate your way through the many disclosure activities you will perform. These features are discussed here.

3.1.1 Date

The date displays the current weekday, month, day, and year in the upper left corner of the PHIMT screen.

Thursday, February 3, 2005	

#### 3.1.2 Navigational Options

Navigational options, such as logoff, provide directional hyperlinks that will help you to proceed through the PHIMT application. They are located in the upper right hand corner of the PHIMT screen.

Logoff

3.1.3 Status Box

The gray status box shows current information and is located in the upper left hand corner of all PHIMT screens. The box displays the current user, user information such as organization and assigned role, patient information, and information about what disclosure activity is currently being performed. This information is updated when making inputs for various activities.

	-
Current User:	
Miller, Erin	
US TMA	

### 3.1.4 Activity Hyperlinks

The activity hyperlinks are located under the status box, on the left hand side of the PHIMT screen. This listing consists of hyperlinks for activities that can be performed while in a specific "tab." The hyperlinks may include: My Profile, My Requests, or My Worklist; depending on which tab you are using. Your user role will determine specific hyperlinks listed.

My Profile My Requests My Worklist

Switch organizations

#### 3.1.5 PHIMT Screen Tabs

PHIMT screen tabs are labels that are located at the top of the display screen. The tabs serve as file folders for different groupings of activities. The specific tabs will vary depending on what role you are assigned.

- Privacy Specialist tabs includes: Patient, User, Admin, Requests, Requester
- Regular User tabs includes: Patient, User, Requests, Requester
- User Admin tabs includes: User, Admin. Each tab allows for different activities.

#### 3.1.6 Screen Title

The screen title is located directly under the tabs and above the display screen. This is the title of the particular screen being displayed (ex. user worklist, patient search results).



#### 3.1.7 Display Screen/Application Window

The display screen/application window is the PHIMT user's work area. These screens contain various fields in which to provide required information for proceeding through the PHIMT activities. To assist with data input, PHIMT provides text boxes, windows, calendar icons, and drop down menus. All features may not be on a particular user screen:

- Radio buttons Radio buttons appear as black dots to indicate selection. You can toggle the buttons between selected and not selected.
- Check marks Check marks are used to indicate a done or un-done status. You can toggle the marks between checked and unchecked.
- Drop down menus Drop down menus provide the user with a list of possible selections from which to choose. Clicking on a particular selection causes it to be selected and appear in the "window." You can change a selection by clicking the arrow on the menu box and then clicking on a different item.
- Text boxes Text boxes are empty fields in which you can provide information. At times, this data is requested as additional comments or for supplemental information.
- Calendar icons Calendar icons are provided to make it easier for you to input required dates. Date inputs are specific dates chosen by you to clarify time limits on various PHIMT activities. Choose a date by selecting the arrow in the date window. A calendar icon appears for easy inputs. Click on the desired date or use the arrows near the month and year headings to display a date not currently shown. The date you select will appear in the date window.
- Action buttons Action buttons are used to guide you through the PHIMT steps and processes. Click on these buttons to proceed through various activities. Examples of these buttons include: Next, Save, Create, and Update.

NOTE: These features will be discussed when they are used in an activity.

## 3.2 PHIMT ERROR MESSAGES

PHIMT issues error messages when an entry or selection is not appropriate or complete. The message begins "Error(s) have occurred" and then follows with a bulleted list of the errors. For example, if you try to route an activity to someone who does not have access to that information, or you are not authorized to route the information to that particular person, PHIMT will display a message indicating that you do not have the authority to perform that task. If you have not provided information for all the required data fields, PHIMT will issue a message indicating that information is missing. Once the error has been corrected, you can proceed to the next step in the PHIMT activity.

# 4.0 MHS DATA REPOSITORY

PHIMT has an automatic monthly upload of patient demographic information from the Military Health System (MHS) Data Repository (MDR). This avoids the need for Users to manually enter patient demographics information prior to recording a disclosure, thus significantly decreasing the time needed to record a disclosure. In addition, this capability decreases the likelihood of erroneous information entering PHIMT and increases the reliability and accuracy of the information it contains.

## 4.1 ACCESSING PATIENT ACCOUNTS

Now that the MDR data has been implemented in the PHIMT, the patient demographics will not need to be manually entered. When searching for a patient, all patient records in the MDR and PHIMT that meet your search criteria will be returned. The word "New" will appear next to all records that are from the MDR.

Test, Tonya	new	224414478 224664223	1973-09-15	P.O. Box 42 Howardsville, VA 24562-0042
		EDIPN:1046194728		
Test, Vanessa	121489	538394984	1998-04-16	125 Granby Pl Portland, TX 78374-1407
		EDIPN:1086820702		
Test, Virginia	62141	177308169	1939-12-27	12475 Highgate Ln Gloucester, VA 23061-2649
		EDIPN:1034250320		
Test, Weekend	62139	266090002	1965-10-01	Undefined
		EDIPN:1268571627		
Test, William	121488	318743051 318743051	1982-07-01	527 I Ave Sheppard Afb, TX 76311-2502
		EDIPN:1264557700		
Other options:				
Adjust your search c	riteria and tr	y aqain.		
Create a new Patient	record.			

<u>NOTE</u>: When available, the address in the MDR will supersede the address in the PHIMT, unless the address in the MDR is blank. If the address in the MDR does not match the address in the PHIMT, the address in the MDR will be the default address. If there is not an address listed in the PHIMT, the address from the MDR Data will be used.

Once the patient record has been selected by clicking directly on the name of the patient, the record will be given a PHIMT Patient ID number, rather than being labeled as "New."

Monday, April 19, 2010						Patient Search	Logof
	Patient V Us	er	V Adı	min 🗸	Reques	sts 🗸 Requester 🔪	
Current Patient: Test, Rebecca 03/13/1984	Patient Search Result	s					
EDIPN:1385132766	Search Results - Click on the	name to	select a pe	erson			
Summary	Name	ID	SSN	Sponsor SSN	Birth Date	Address	
Requests Record Disclosure Accounting Suspensions	Test, Rebecca	208939	271905664	274864759	1984-03-13	1445 Beaver Creek Ln Kettering, OH 45429-3703	
Disclosure Restrictions Authorization			EDIPN:138	5132766			_
Notice Patient Profile							
Relationships Generate Form	Other options:						
Patient Search	Adjust your search criteria and try Create a new Patient record.	<u>y aqain</u> .					

## 4.2 DUPLICATE ACCOUNTS

When using the PHIMT to access a patient's account, the EDIPN is used as the unique identifier. If there are two patients with the same SSN but different EDIPNs in the PHIMT and/or MDR data, both accounts will display, clicking on the patient name will select appropriate account.

Monday, April 19, 2010	Patient	User		Admin	V Rec	⊨ <u>Patient Searc</u> quests \∕ Requeste				
Current Patient: Test, Alice 05/05/1928	Patient Search Res Error(s) have occurred: At least one record alree		sts that app	ears to be	the same p	erson				
Summary Requests Record Disclosure	Link to an Existing Record	- Click d	on the nam	e to select	a person					
Accounting Suspensions Disclosure Restrictions	Name	IC	) SSN	Spons SSN	Birth D	ate Address				
uthorization lotice atient Profile	Test, Alice	208	208945 168226481 176325586 1928-0		-05 13980 N Oracle Rd Tucson, AZ 85739					
Relationships Generate Form	Create a new Record Click on the name to select a person									
Patient Search	Name	ID	SSN	Sponsor SSN	Birth Date	Address				
	Test, Alice	new	168226481	176325586	1928-05-05	13980 N Oracle Rd Tucson, A 85739-4259	z			
	Other options:									
	Adjust your search criteria an Create a new Patient record	d try aqai	<u>in</u> .							

# 4.3 PATIENT PROFILE

All patient profiles that are taken from the MDR will be labeled with "Imported from TCL" to show that the information has been imported.

Current Patient: Test, Alexis	Patient Profi	e \ Person	Details		
11/25/2003	* Name (Lasi	)	(First)	(Middle)	(Sr./Jr.
EDIPN:1271043763	Test		, Alexis		
Summary Requests	* Type				
Record Disclosure	Patient	-			
Accounting Suspensions Disclosure Restrictions Authorization	EDIPN (DoD EDI P	erson Identifier)			
Votice	1271043763				
Patient Profile Relationships Senerate Form	* SSN (in ###-##	## format, enter	'000-00-0000' if not known)		
	803 _ 94	9516			
Patient Search	* Sponsor SSN (in	### ## ##### for	nat, enter '000-00-0000' if not known)		
	318 _ 74	_ 3051			
	* Birth Date (birth o	2003	YYY format)		
	Alternate Commu	inication Instru	ctions (special instructions to send	correspondence to t	he person)
				*	
				*	
	Comments (gener	al comments ab	out or for the person)		٦
	Imported from TCL			~	
				~	

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# 5.0 PRIVACY SPECIALIST FUNCTIONALITY

As a Privacy Specialist, you have the highest level of functionality and responsibility within the system. The following information will provide you with step-by-step instructions for approving requests that have been routed to you from a Regular User.

Your role as Privacy Specialist requires you to perform various PHIMT activities. The steps for performing these activities will be presented here and include the following:

- Approve a Request
- Create a Suspension
- Record a Complaint

### 5.1 USER TAB ACTIVITIES

The hyperlinks on the User tab allow you to perform "desk duties" such as updating your user profile information, viewing requests you have made, and viewing your tasks, and switching your organization. A discussion on using the User tab hyperlinks follows.

#### 5.1.2 My Profile

The My Profile hyperlink brings you to the User Profile screen (shown below). This screen allows you to update or change your personal information such as: password, phone number, email address, signature block (used for personal or professional titles and credentials) and provide additional comments. Note the area for user roles, located on the bottom of the screen is not active. Only the PHIMT help desk has authorization to perform that activity. You also cannot change your User or System ID, user-to-user relationships, or user roles. The User Admin manages those. However, you can change backup person relationships (discussed later in the guide).

<u>NOTE</u>: When entering a phone number, remember that it will display on all correspondence when generated.

<u>NOTE</u>: PHIMT contains profiles for all users within the system. It is important to keep your personal information up to date. Therefore, you should update all personal information as it changes.

To update your user profile:

- 1. Select the User Tab.
- 2. Select the My Profile hyperlink.

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	/	Patient		User 🔺	Admin		/ Re	quests	V Req	Jester		
r <b>ent User:</b> on, James TMA	Us	er Work	list									
	Use	r Worklist										
Profile		Activity Instance ID	Request Session ID		Activity ID		Source	Patient	Request	er	Status	Creation Date
Vorklist witch organizations	<u>edit</u>	395	318	Request Acc Accounting)	eptance (Disclosur	re		Smith, Joe J	Smith, Joe J		Action Pending	02/11/2005
	<u>edit</u>	390	313	Request Acc Accounting)	eptance (Disclosui	re		Smith, Joe J	Law Offices o Gibbs	f Joe	Action Pending	02/03/2005
	Nav	al Hospital	Worklist									
		Activity Instance		equest ession ID	Activity ID	Sour	ce Pa	atient	Requester	Statu	s Crea	ation Date
	The	re are no a	ctivities for	this queue								

3. Enter your updated information in the information fields. (Changes can be made to any of the fields in the User Profile screen, except the System ID).

vVed⊓esday, February 16,	2005	Patient Search	Logoff
Current User:	Patient User Admin Requests Requester User Profile		
Wilson, James US TMA			
	* Name (Last) (First) (Middle) (Sr/Jr.)		
My Profile My Requests	Wilson James		
My Worklist	Phone Number (area code, phone number(xxx-xxxx), and extension if applicable)		
= <u>Switch organizations</u>			

4. Click on the Update button.

New Password				
Confirm New Password				
o: / DI //O				
Signature Block (Please)	note, this text will display in a letter's	signature block.)		
		<u></u>		
		<b>w</b>		
Comments (neneral com	ments about or for the user)			
, Comments (general com	ments about or for the user)			
, Comments (general com	ments about or for the user)	<b></b>		
Comments (general com	ments about or for the user)	* *		
Comments (general com	ments about or for the user)	×		
Comments (general com	ments about or for the user)	×		
	ments about or for the user) Privacy Specialist	Regular User	User Admin	Primary

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• Your new information will appear in the appropriate fields.

#### 5.1.3 My Requests

The My Requests hyperlink brings you to the User Requests screen that allows you to view all PHIMT activity requests that you have made. To view a detailed summary of a specific request, select the Request Session ID.

#### 5.1.4 My Worklist

The My Worklist hyperlink brings you to the User Worklist screen (shown below) and allows you to view and process all requests that have a task currently assigned to you. My Worklist serves as your electronic inbox. You should review your User Worklist to verify any tasks that have been assigned to you. To view more information on a particular activity, select the Activity Instance ID for that activity.

Wednesday, February 16,	2005									= <u>Pat</u>	ient Search	Lo
a	P. C. I		User	V Admin		/ Re	equests	V Req	luester			
Current User: Avilson, James US TMA	User Work	dist										
	User Worklist											1
Ay Profile Ay Worklist	Activity Instance ID	Request Session ID		Activity ID		Source	Patient	Request	ter	Status	Creation Date	
Switch organizations	edit 395	318	Request Acceptance (Disclosure Accounting)					Smith, Joe J		Action Pending	02/11/2005	
	<u>edit</u> 390	313	Request Acce Accounting)	ptance (Disclosu	re		Smith, Joe J	Law Offices Gibbs	of Joe	Action Pending	02/03/2005	Ĩ
	Naval Hospital Activity		equest									
	Instance		equest ession ID	Activity ID	Sourc	e Pa	atient	Requester	Statu	s Crea	ation Date	
	There are no a	ctivities for	this queue									
	Accept											

#### 5.1.5 Switch Organization

The Switch Organizations link brings you to the Organization Search Results screen (shown below) and allows you to switch the status of your primary facility to a different facility, if you are assigned to more than one organization. For example, if you wanted to change your primary organization from US Primary Training Organization to DHA Clinical, just click the radio button next to the desired selection, and click Select. Your primary status change will be displayed in the status box.

To switch your organization:

- 1. Select the Switch organizations hyperlink on the User Tab.
- 2. Select the organization you want using the radio button.
- 3. Click on the Select button.

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Thursday, February 17, 20	005								Patient Search	Logoff
	/ Patient	V User	Adr	nin 🗸	Requests	$\sim$	Requester			
Current User: Munk, Jerry TMA Clinical	Organizati	on Search Res	sults							
	Search Result	s								
My Profile My Requests	ID	N	lame				Address			
My Worklist	0 1275 TMA	Clinical		22 King St., Arlington, VA 22345						
Switch organizations	1118 US F		Skyline PI., Falls Church, VA 20110					_		
										_
	🔵 Select ◄		•							

• The Organization Search Results screen now shows the radio button located near the facility you selected. The new selection is also reflected in the status box.

Thursday, February 17, 20	005								Patient Search	Logoff
	/ Patient /	User 🗸	Admin		Requests	$\overline{\mathbf{v}}$	Requester			
Current User: Munk, Jerry US Primary Training	Organization Se									
Organization	Search Results									
Mu Deofile	D	Name			Address					
My Profile My Requests	⑥ 1275 TMA Clinical		22	22 King St., Arlington, VA 22345						
My Worklist Switch organizations	C 1118 US Primary T	S	Skyline PI., Falls Church, VA 20110							
= <u>Switch organizations</u>	Select									

## 5.2 PATIENT TAB ACTIVITIES

The Patient tab allows you to view summaries, make requests, record disclosures and create accounting suspensions, disclosure restrictions, authorizations, and patient profiles. It also allows you to search for patients. Two of the most common activities performed on the Patient tab are Patient Search and Create Patient. We will focus on these two activities here. The more complex Privacy Specialist activities using the Patient tab will be discussed in the Privacy Specialist Activities section.

#### 5.2.1 Patient Search

PHIMT allows you to use its search feature to find a patient that has already been added to the system.

To search for a patient:

- 1. Select the Patient Tab.
- 2. Enter the search criteria. (You can search for a patient by the Sponsor's SSN, by the patient's name/state, SSN, EDIPN or System ID).

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<u>NOTE</u>: If you do not know how to spell the last name, just enter the first few letters and an asterisk. PHIMT will find the correct spelling.

3. Click on the Search button.

Monday, April 12, 2010	Example 2 Patient Search Endorff
	/ Patient / User / Admin / Requests / Requester \
Current Patient:	Patient Search
Summary Requests Accounting Suspens ns Diacbaure Restriction Authorization Notice Patient Profile Patient Search	Sponsor SSN (in ###.##### format, enter '000-00-0000' if not known)         - OR -         by Name/State       (Last)         (State)       (Birth Date in MM/DD/YYYY format)         - OR -         SSN (in ###.#### format, enter '000-00-0000' if not known)         - OR -         EDIPHI (DoD EDI Person Identifier)         - OR -         EDIPHI (DoD EDI Person Identifier)         - OR -         EDIPHI (DoD EDI Person Identifier)         - OR -         EDIPHI (DoD EDI Person Identifier)

<u>NOTE</u>: The search limitation within the PHIMT is 600 records. This means that if your search results in over 600 records, you will have to narrow down your search.

urrent Patient:	Patient Search
ne	Error(s) have occurred:
	<ul> <li>Too many results (over 600) match your search criteria, please change or provide additional criteria and resubmit.</li> </ul>
tient Profile	resubmit.
atient Search	
	Sponsor SSN (in ######### format, enter '000-00-0000' if not known)
	- OR -
	by Name/State (Last) (First)
	,
	(State) (Birth Date in MM/DD/YYYY format)
	- OR -
	SSN (in ###-## #### format, enter '000-00-0000' if not known)
	- OR -
	- OR -
	EDIPN (DoD EDI Person Identifier)
	- OR -
	has Based and 10. Also Man and a fact that the second as Day the second as
	by System ID (the identifier created by this system for the person)
	Search

4. Enter additional search criteria (if applicable).

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5. Select the patient from the Patient Search Results screen.

Monday, April 12, 2010	Patient / User	$\vee$	Admin	V Rec	uests 🛝	= <u>Patient Search</u> = ∕ Requester ∖	
Current Patient: None	Patient Search Results						
Summary	Search Results - Click on the name t	o sele	ct a person				]
Requests		ID	SSN	Sponsor SSN	Birth Date	Address	
Record Disclosure Accounting Suspensions Disclosure Restrictions	Dunlap, Chad	756	263676761		2003-09-04	6573 Leading Tree Way Fairfax, VI 34568	
Authorization Notice Patient Profile	Dunlap, Noelle Kristine	1189	182483847		2002-09-04	6308 Betsy Ross Ct Fairfax, AL 09129	
Patient Search							
	Other options:						
	Adjust your search criteria and try again.						
	Create a new Patient record.						
					, ALL RIGHTS		

• The Patient Summary Screen appears and the current patient is displayed in the status box.

Wednesday, February 1	6,2005 Patient Search Lo	oqoff
Current Patient: Smith, Joe J 07/05/1968 FMP-SSSN:20- 121131414	Summary An alternate address exists for this patient.	
	Summary Item Filters Display	
Summary Requests	TAII Disclosures Discoveres Reports Discovered Complaints	
Record Disclosure Accounting Suspensions Disclosure Restrictions Authorization Patient Profile		
Patient Search	Copyright @ New Governance, Inc. 2000-2004, ALL RIGHTS RESERVED Version: 2.24	

#### 5.2.2 Create a Patient

Since the MDR data has been added to the PHIMT, the instances where a patient will need to be added before entering a disclosure will be infrequent. When adding a new patient record, conduct a search within the system initially to ensure that the patient does not already exist. Patient records must be added to the system before disclosures, authorizations or restrictions can be documented.

To create a patient:

- 1. Select the Patient Tab.
- 2. Select the Patient Search hyperlink.

Wednesday, February 16,	2005 Patient Search = L
	/ Patient 🖌 User / Admin / Requests / Requester /
Current Patient: mith, Joe J	Summary
7/05/1968 MP-SSSN:20- 21131414	An alternate address exists for this patient.
	Summary Item Filters Display
ummary equests	T All Disclosures Suspensions Restrictions Reports Letters Authorizations Complaints
ecord Disclosure ccounting Suspensions sclosure Restrictions uthorization	
atient Profile <u>Patient Search</u>	Copyright @ New Governance, Inc. 2000-2004, ALL RIGHTS RESERVED Version: 2.24

3. Enter the patient search criteria. (You can search for a patient by the Sponsor's SSN, by the patient's name/state, SSN, EDIPN or System ID).

<u>NOTE</u>: If you do not know how to spell the last name, just enter the first few letters and an asterisk. PHIMT will find the correct spelling.

4. Click on the Search button.

Monday, April 12, 2010	Patient Search Logoff
	/ Patient / User / Admin / Requests / Requester
Current Patient: None	Patient Search
Summary Requests Record Disclosure Accounting Suspension	Sponsor SSN (in ### ## #### formal, enter 1000-00-0000' if not known)
Disclosure Restrictions Authorization Notice Patient Profile	by Name/State (Last) (First)
Patient Search	(State) (Birth Date in MM/DD/YYYY format)
	- OR -
	SSN (in ###### formst, enter '000-00-000' if not known)
	- OR -
	EDIPN (DoD ED/ Person Identifier)
	- OR -
	by System ID (the identifier created by this system for the person)

5. If no results matched your search, select the "Create a New Patient Record" hyperlink.

vVednesday, February 16,	2005						Patient Search L	Logoff
	Patient	V User		Admin 🗸	Requests 🗸	Requester		
Current Patient: Smith, Joe J 07/05/1968	Patient Sea	rch Results						
FMP-SSSN:20- 121131414	Search Results	(sorted by birth d	ate)					
	ID	Name		SSN	Birth Date		Address	
Summary	There were no re	esults that matched yo	our search ci	riteria.				
Summary Requests Record Disclosure Accounting Suspensions Disclosure Restrictions Authorization Patient Profile	Other options:		<u>in</u> .					
Patient Search		C	opyright @ Neu	u Governance, Inc. 2 Versior	000-2004, ALL RIGHTS RE	ESERVED		

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6. Enter the patient's information: name, type, EDIPN, SSN, Sponsor SSN, birth date and email address.

	/ Patient / User / Admin / Requests / Requester /
Current Patient: None	Person Details
Summary Requests	Name         (Last)         (First)         (Middle)         (Sr.Jir.)           Test
Record Disclosure Accounting Suspensions Disclosure Restrictions Authorization	* Type Patient
Notice Patient Profile	EDIPN (DoD EDI Person Identifier) 0909983989
Patient Search	* SSN (in ### ##### format, enter '000-00-0000' if not known) 234 - 45 - 6789
	* Sponsor SSN (in ###.#####format, enter '000-00-0000' if not known) 138 _ 811 _ 8188
	System ID (the identifier created by this system for the person) 0
	* Birth Date (birth date in MM/DD/YYY format) 09 / 04 / 1980
	Email (example: johnl@yahoo.com)
	Alternate Communication Instructions (special instructions to send correspondence to the person)
	Z
	Comments (general comments about or for the person)
	<b>F</b>
	Save

NOTE: All required fields are marked with an asterisk.

- 7. Click on the Save button.
- 8. Enter the Address Details (USA or International format).
- 9. Click on the Save button.



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• The patient summary screen for the new patient will appear. (The patient is brand new so no specific patient information will be displayed at this time.) The information is also displayed in the status box.

Wednesday, February 16	, 2005 Patient Search	Logoft
	Patient / User / Admin / Requests / Requester	
Current Patient: Fernandez, Katalina 12/23/1979	Summary	
FMP-SSSN:20- 123121312	Summary Item Filters Display	
	All Disclosures Dispensions Restrictions Reports Distances Authorizations Complaints	
Summary Requests Record Disclosure		
Accounting Suspensions Disclosure Restrictions		
Authorization Patient Profile	Copyright © New Governance, Inc. 2000-2004, ALL RIGHTS RESERVED Version: 2.24	
Patient Search		

#### 5.2.3 Create an Alternative Phone Number

Individuals have the right to request an alternative telephone number for receiving communications related to their PHI. An alternative telephone number can be created by Regular Users and Privacy Specialists.

To create an alternative telephone number:

- 1. Scroll to the bottom of the Patient Details screen.
- 2. Click on the New button next to Phone Numbers.

				<ul><li>▲</li><li>▼</li></ul>			
Upo	date)						
A	iated Addresses New		ta (Causaria atian	_			
			te Communication	_		6 H	Diam
ID	Street		City	State	Zip	Alternate	Primary
<u>1373</u>	23 King St.		Charleston	SC	84536	Yes	$\odot$
<u>1193</u>	188 Midland Pkwy		Charleston	SC	29404	Yes	0
Phone	Numbers New						
		Comment		Active			nary

• The Phone Number Details screen will display (choose the USA or International format).

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- 3. Enter the phone number and enter any comments.
- 4. Click on the Save button.

Tuesday, January 25, 200	15		Tuesday, January 25, 200	5
	/ Patient / User / Admin / Requests /	Requester		/ Patient / User / Admin / Requests / Requester
Current Patient: Smith, Joe J	Phone Number Details		Current Patient: Smith, Joe J	Phone Number Details
07/05/1968 FMP-SSSN:20- 121131414	Phone Format USA © International C		07/05/1968 FMP-SSSN:20- 121131414	Phone Format USA CInternational C
Summary Requests Record Disclosure Accounting Suspensions Disclosure Restrictions Authorization Patient Profile	Phone Humber (area code, phone number, and extension if applicable)       (803)       435       - 6789       ext.         Comments (general comments about or for the phone)       This is a cell phone number with voice mail.       Image: comments about or for the phone)		Summary Requests Record Disclosure Accounting Suspensions Disclosure Restrictions Authorization Patient Profile	Phone Number (enter country-code, area code and phone number together, followed by the extension)       ext.         ext.
Patient Search	Active (Is this an active phone? Inactive phones are going to be removed from display a	and archived.)	Patient Search	Active (Is this an active phone? Inactive phones are going to be removed from display and archived.)  Save

• The phone number you added will appear on the Patient Details screen.

Send a	all info to alternate address			*			
Comn	nents (general comments	about or for the person)					
				*			
	odate )			_			
	ciated Addresses	New Atte	rnate Communication	) State	7:	Alternate	Duine and
ID 1373	23 King St.	street	City Charleston	SC	Zip 84536	Yes	Primary ⓒ
1193	188 Midland Pkwy		Charleston	SC	29404	Yes	0
Phone	e Numbers New						
<b>Phone</b> ID	e Numbers New Phone		Comment			Active	Primary

## 5.3 PRIVACY SPECIALIST ACTIVITIES

This section will focus on the more complex Privacy Specialist activities including: approving disclosures, approving accounting of disclosures, recording complaints, recording disclosure restrictions, generating authorizations, revoking authorizations, and performing accounting suspensions. Instructions for performing these activities are provided in this section.

#### 5.3.1 Record Disclosure

The Privacy Specialist can use either the Disclosure Request or the Disclosure hyperlink to record disclosures. The Disclosure Request allows for forwarding the disclosure for approval or denial. The Disclosure hyperlink allows for immediate approval or denial.

If you're using the Disclosure Request you can enter Action Requested from the Action drop down menu, route it to your own worklist for later approval/denial, or route it to another Privacy Specialist.

If you're using the disclosure hyperlink you can complete the Disclosure in the Disclosure Status Field. Select Save when you have completed all fields pertaining to the disclosure.

<u>NOTE</u>: The Disclosure Type and Disclosure Purpose <u>cannot</u> be set to Undefined.

To record a disclosure:

- 1. Select the Patient Tab.
- 2. Enter the patient search criteria. (You can search for a patient by the Sponsor's SSN, by the patient's name/state, SSN, EDIPN or System ID).
- 3. Click on the Search button.
- 4. Select the patient from the Patient Search Results screen.
- 5. Click on the Select button.
  - The Patient Summary screen appears.

<u>NOTE</u>: The steps 1-5 for recording a disclosure are the same as steps 1-5 in section 5.2.1 Patient Search. Refer to section 5.2.1 Patient Search for screen displays of steps 1-5.

6. Select the Record Disclosure hyperlink on the Patient Summary screen.

Thursday, January 27, 200	05 Patient Search = Logo
	/ Patient // User // Admin // Requests // Requester \
Current Patient: Smith, Joe J	Summary
07/05/1968 FMP-SSSN:20-	An alternate address exists for this patient.
121131414	Summary Item Filters (Display)
Summary	□ All □ Disclosures □ Suspensions □ Restrictions □ Reports □ Letters □ Authorizations □ Complaints
Record Disclosure	
Disclosure Restrictions Authorization	
Patient Profile	Copyright ③ New Governance, Inc. 2000-2004, ALL RIGHTS RESERVED Version: 2.24
Patient Search	

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- 7. Select the Disclosure Frequency radio button.
- 8. Click on the Change button to change or update the requester.

Monday, October 8, 2007	Patient Search	.oqoff
	/ Patient / User / Admin / Requests / Requester /	
Current Patient: Test, Osqqo 10/17/1924	Record Disclosure	
EID:9672881967 FMP-SSSN:03- 111097267	Fields marked with an asterisk (*) are required. * Disclosure Frequency (the frequency, periodicy, or number of disclosures made)	
Summary Requests	Single Disclosure O Multiple Disclosures for the same Purpose	
Record Disclosure	* Requester (the organization or person requesting the disclosure) Change	
Accounting Suspensions Disclosure Restrictions Authorization Patient Profile	Name: Address: Phone: Contact Person:	
Patient Search	* Requester Identity Verified (was the requester's identity verified?)	

9. Select the requester.

	011				Patient Search Logoff
	/ Patient	User	V Admin	V Requests	Requester
urrent Request:	Select Patient	Select Requester	Request Details	Disclosure Details	Request Action
isclosure	1	2	3	4	5
Create New Request Search for a Request	Requester Se	arch			
	Choose one of the	following options:			
	A. Select the Patie	nt (the request is be.	ing made by the Pa	tient themselves)	
	Dunlap, Chad				Select
					rcement agency or insurance company)
		o Cibbo 1411 Jofford	con Devic Arlington	. VA 20220 💌	
	Law Offices of Jo	e olbus, 1411 Jerrers	son burns, Anington		(Select )
	Law Offices of Jo C. Search for a Per Name (Last)	rson (search for ano	ther person, or add		
	C. Search for a Per Hame (Last)	rson (search for ano	ther person, or add (First) An '	a new one*) *' may be used as a win	ldcard.
	C. Search for a Per Hame (Last)	rson (search for ano	ther person, or add (First) An '	a new one*) *' may be used as a win	ldcard. I⊄ Include Patient Records
	C. Search for a Per Hame (Last) System ID (the ide	rson (search for ano	ther person, or add (First) An reated by this syste	a new one*) *' may be used as a win	ldcard.
	C. Search for a Per Hame (Last) System ID (the ide	rson (search for ano ) entification number c	ther person, or add (First) An reated by this syste	a new one*) *' may be used as a win	ldcard. I⊄ Include Patient Records
	C. Search for a Per Hame (Last) System ID (the ide	rson (search for ano ) entification number c	ther person, or add (First) An reated by this syste	a new one*) *' may be used as a win	Vicard. Include Patient Records Include Non-Patient Records
	C. Search for a Pei Name (Last) System ID (the ide EDIPN (an external	ison (search for ano ) entification number or i identifier for the pers	ther person, or add (First) An ' reated by this syste son)	a new one*) *' may be used as a win	ldc <i>ard.</i> Irr Include Patient Records Irr Include Non-Patient Records Search
	C. Search for a Per Hame (Last) System ID (the ide EDIPH (an external D. Search for an Or	rson (search for ano	ther person, or add (First) An reated by this syste son) for another organiz	a new one*) ** may be used as a win  m for the person)	fdcard. I Include Patient Records I Include Non-Patient Records Search →
	C. Search for a Per Hame (Last) System ID (the ide EDIPH (an external)	rson (search for ano ) entification number co i identifier for the pers rganization (search of the name of the org	ther person, or add (First) An ' reated by this syste son) for another organiz	a new one") " may be used as a wh m for the person) ation, or add a new one	fdcard. I Include Patient Records I Include Non-Patient Records Search →
	C. Search for a Per Hame (Last) System ID (the ide EDIPH (an external)	rson (search for ano	ther person, or add (First) An ' reated by this syste son) for another organiz	a new one") " may be used as a wh m for the person) ation, or add a new one	fdcard. I Include Patient Records I Include Non-Patient Records Search →

10. Record the Disclosure details: requester authority, form, date, recipient, and disclosure type.

<u>NOTE</u>: The disclosure description will automatically be populated when the disclosure type is selected.

NOTE: All required fields are marked with an asterisk.

11. Select the Disclosure Status from the drop-down box

	* Requester Identity Verified (was the requester's identity verified?)
	Patient Identifier
	Description of Requester Identity Verification (required if requester identity verification was defined as 'other')
	* Request Date (the disclosure request date in MM/DD/YYYY format)
	10/08/2007
	* Recipient (the organization or person where the disclosure went) Change
	Name: Smith, Joe J Address: 100 Beach Blvd., Isle Of Palms, SC 29450-1234
	Phone: (803) 435-6789 Contact Person:
	* Disclosure Type (the type of disclosure)
	Inmates in Correctional Institutions or in Custody
	Disclosure Description (a read-only description and example of the disclosure type selected above)
	A correctional institution or a law enforcement official having lawful custody of an inmate or other individual PHI about
	A correctional instaution of a law enforcement of incarina many law for custory of an initiate of other individual Phi about sets in the sets in the set of the set of the sets of the set
	health information is necessary
	Disclosure Status (the status of the disclosure)
	Cancelled
	Cancelled Complete the disclosure date in MM/DD/YYYY format)
	Pending Undefined
I	

12. Scroll down the screen and enter: disclosure date, origin organization, disclosure purpose, and PHI description.

201	nplete
* Dis	closure Date (the disclosure date in MWDD/YYYY format)
01/2	7/2005
Тгеа	tment Start Date (the treatment or service start date in MWDD/YYYY format)
01/0	3/2005
Тгеа	tment End Date (the treatment or service end date in MM/DD/YYYY format)
01/0	6/2005 <b>III</b> ▼
Тгеа	trnent Identifier (the treatment or service identifier)
, * Ori	gin Organization (where the disclosure originated)
lus -	
* Di«	closure Purpose (the purpose of the disclosure)
	v Enforcement
Othe	r:
Othe	r. 
	x x
* Pro	tected Health Information Description (the description of the Protected Health Information disclosed)
	x x
* Pro	tected Health Information Description (the description of the Protected Health Information disclosed)
* Pro	
* Pro	
* Pro	tected Health Information Description (the description of the Protected Health Information disclosed) Complete Health Record(s) Consultation Report(s) Discharge Summary History and Physical Examination
* Pro	tected Health Information Description (the description of the Protected Health Information disclosed) Complete Health Record(s) Consultation Report(s) Discharge Summary History and Physical Examination Laboratory Test(s)

13. Scroll down to the bottom of the screen and click on the Save button.

	Laboratory Test(s)
	Laboratory Test(s)
	Operative Report(s)
	Pathology Report(s)
_	
	Progress Notes
Other	
	osure Comments (the INTERNAL comments for this disclosure - these do NOT show up in the Protected F nation disclosure report)
	A
	oper Disclosure (checked if this disclosure occured improperly)
Impro	oper Disclosure (checked if this disclosure occured improperly)
	oper Disclosure (checked if this disclosure occured improperly)
	oper Disclosure Description (the details about the improper disclosure)
	oper Disclosure Description (the details about the improper disclosure)
	oper Disclosure Description (the details about the improper disclosure)

• The disclosure is now complete and only the disclosure comments and improper fields can be updated.

Thursday, January 27, 20	05 Patient Search Logoff
	/ Patient // User // Admin // Requests // Requester \
Current Patient: Smith, Joe J 07/05/1968	Record Disclosure
FMP-SSSN:20- 121131414	This disclosure (ID #286) was created on 01/27/2005 at 11:09:57 AM EST, and last updated on 01/27/2005 at 11:09:57 AM EST.
Summary Requests Record Disclosure Accounting Suspensions Disclosure Restrictions Authorization Patient Profile	Requester (the organization or person requesting the disclosure)         Name: Smith, Joe J         Address: 23 King St., Charleston, SC 84536         Phone: (803) 435-6789         Contact Person:         Requester Authority (the authority of the requester)
Patient Search	Patient is Requester
	Received Request in Writing
	Request Date (the disclosure request date in MM/DD/YYYY format) 01/27/2005
	* Recipient (the organization or person where the disclosure went)
	Name: Law Offices of Joe Gibbs Address: 1411 Jefferson Davis, Arlington, VA 20220 Phone: Contact Person:

NOTE: To view the disclosure:

- Select the user tab
- Select My Requests hyperlink
- The disclosure is displayed in the User Request box
- To view specific details of the disclosure, select the Request Session ID for that particular request

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<u>NOTE</u>: To Amend Disclosures:

Once a disclosure has a disclosure status of completed, the only way to amend it is by assigning it as an Improper Disclosure. For information on Improper Disclosures, see section 9.3 Amend Disclosures.

<u>NOTE</u>: Disclosures with Special Circumstances:

When making multiple disclosures for the same patient, and for the same purpose, record all information in one disclosure record. Record the disclosure as stated in the previous steps using the following guidance.

Guidance for C	Completing Disclosure with Special Circumstances
Data Field	Data to be Provided
Information Start Date	Provide the date for which the disclosure request begins
Information End Date	Leave blank if unknown or insert the date for one year later
Disclosure Date	Insert the date of the first disclosure
Treatment Start Date	Insert the date on which the treatment began
Treatment End Date	Leave blank
Disclosure Purpose/Other	Select Disclosure Purpose from the drop down menu and if applicable, insert text to indicate the frequency of disclosure and the number of disclosures to be made in addition to any other pertinent information such as the name of the report it will support

If there is no end date, be sure to report that there is no end date at this time and therefore the disclosure record will expire in one year. At that time, if the regular disclosures are still ongoing, then a new disclosure record will be created.

<u>NOTE</u>: Remember that the text entered in this field does appear on reports and correspondence generated by the PHIMT.

5.3.2 Approve Disclosures

<u>NOTE</u>: Those disclosures recorded by you using the Record Disclosure hyperlink have already been approved. This approval activity is for those disclosures that were developed using the Record Disclosure wizard and routed to your worklist for later action.

To approve a disclosure:

- 1. Select the User Tab.
- 2. Select the My Worklist hyperlink.
- 3. Select the Edit hyperlink for the disclosure you want to approve.

	_ / F	Patient	$\sim$	User 🥌	V Admir		Requests	- 🗸 Requ	iester		
<b>irrent User:</b> Ison, James ≆TMA	User	r Workli	st								
	User V	Norklist									
My Profile My Worklist		Activity F Instance ID S	Request Session ID	1	Activity ID	Source	Patient	Requester	Ste	atus	Creation Date
witch organizations	edit 3	169 2	291	Request Ap	proval (Disclosur	e)	Kramer, Pete	r Kramer, Peter	Action P	Pending	01/25/2005
	Naval I	Hospital W	/orklist								
		Activity Instance ID		quest ssion ID	Activity ID	Source	Patient	Requester	Status	Crea	ition Date
	There	are no activ	vities for th	his queue							

- 4. Select Approved from the Activity Status drop-down box.
- 5. Click on the Update button.

	Patient
Summary	Name: Peter Kramer
History	SSN # 234125689
Documents Request Details	Birth Date: 08-11-1970
Disclosure Details	Address: 211 River Rd., Alexandria, VA 22454
Request Action	Requester/Recipient
	Name: Peter Kramer
<ul> <li>Create New Request</li> <li>Search for a Request</li> </ul>	Address: 211 River Rd., Alexandria, VA 22454
	Instructions
	Request Approval (Disclosure)
	Activity Status (new activity status code )
	Approved
	Action Pending Approved Approved Approved
	Denied
	Cancelled
	Route to Privacy Specialist
	noue to contra diser b <del>ened r al ( (or paraany approved requ</del> ests, describe part of request that was denied)
	Route Completed Request to Originator (route to the request creator for acknowledgement & document preparation)
	Comments (enter details about this activity)
	×
	Update

• The Edit Request screen appears. The approved request will display in the Request Activity History box. The status has been changed to Approved.

NOTE: The disclosure is no longer shown in your User Worklist.

hursday, January 27, 20	05					= <u>P</u> a	tient Search	Log
	/ Patient 🗸 User	/ Admin	V Red	quests 🗸	Requeste	r 🔪		
Jrrent Request: sclosure	Edit Request							
	Request Activity History							
ımmary story	Activity Request Activ Instance ID Session ID Activ	rity ID Source	Patient Id	Requester Id	User	Status	Creation Date	
icuments iquest Details sclosure Details	<u>369</u> 291 Request Appro (Disclosure)	val	Kramer, Peter	Kramer, Peter	James Wilson	Approved	01/25/2005	
quest Action								
	Request Session Details	Edit						
Create New Request	Description			Details				
Search for a Request	Request Type	Disclosure						
	Details of the Request							
	Disclosure Type	Type: Law Enforcement Purposes, ID: 268, Date: 01/25/2005						
	Start Date	01/25/2005						
	End Date	02/25/2005						
	PHI Items	Complete Health Record(s)						
	Authority Verified	Patient is Requester						
	Verify Authority Text	Patient is requester						
	Identity Verified	Patient Identifier						
	Verify Identity Text	license						
	Route to Privacy Specialist	Yes						
	Request Classification	Medical						
	Request Format	Received Request in V	Writing					

#### 5.3.3 Amend a Disclosure

As a Privacy Specialist you are authorized to label a disclosure as Improper. Once a Disclosure status is marked as completed, it can only be amended by marking it as an Improper Disclosure, which means the disclosure was made incorrectly.

To amend a disclosure:

- 1. Select the Patient Tab.
- 2. Search for and select the patient.

Monday, April 12, 2010	Patient Vuser Admin Requests Requester
Current Patient: None	Patient Search Results
Summary	Search Results - Click on the name to select a person
Requests	Name ID SSN Sponsor SSN Birth Date Address
Record Disclosure Accounting Suspensions Disclosure Restrictions Authorization Notice Patient Profile	Dunlap, Chad         756         263676761         2003-09-04         6573 Leading Tree Way Fairfax, VI 34568           Other options:         Adjust your search criteria and try again.
Patient Search	Create a new Patient record.
	Version: 2.50 build [ 0939 ]

3. Place a check in the Disclosures box and click on the Display button.

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Thursday, January 27, 20	ins Patient Search - Logot
Current Patient: Smith, Joe J 07/05/1968 FMP-SSSN:20- 121131414	Summary An alternate address exists for this patient.
Summary Requests Record Disclosure Accounting Suspensions Disclosure Restrictions Authorization Patient Profile <u>Patient Search</u>	Summary Item Filters       Display         All       Disclosures       Suspensions       Restrictions       Reports       Letters       Authorizations       Complaints         Copyright @ New Governance, Inc. 2000-2004, ALL RIGHTS RESERVED Version: 2.24       Version: 2.24

4. Select the ID hyperlink for the disclosure that you want to amend.

	/ Patient	V Use	er 🗸	Admin	V Requests	s //	Requester	
Current Patient: Smith, Joe J	Summary							
07/05/1968 FMP-SSSN:20- 121131414	An alternate add	lress exists for th	is patient.					
	Summary Item	Filters	isplay 🔵					
Summary Requests Record Disclosure		sclosures 🗖 s	Suspensions	Restrictions	Reports	Letters	Authorizations	Complaints
Accounting Suspensions Disclosure Restrictions	Disclosures (S	uspended disc	losures are	highlighted in I	ed)			
Authorization Patient Profile	ID Date	Туре	Origin	Received By	Protected He Informatio		Purpose	Status
Patient Search	<u>286</u> 01/27/2005	Law Enforcement Purposes	US TMA	Law Offices of Joe Gibbs	Complete Health F	Record(s)	Law Enforcement	Complete
	<u>137</u> 07 <i>1</i> 27 <i>1</i> 2004	Law Enforcement Purposes	325th Medical Group	Joe J Smith	Laboratory Test(s	s)	Law Enforcement	Complete
	<u>100</u> 07/20/2004	Research Purposes	325th Medical Group	Home of Michele	History and Physi Examination, Prog Notes		Medical	Complete

• The Record Disclosure screen will display.



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Any data herein that may be construed as personal information is 32 fictitious and intended for training and operational purposes only.

- 5. Scroll to the bottom of the screen and place a check in the Improper Disclosure checkbox.
- 6. Enter a description of the Improper Disclosure and mitigation.
- 7. Click on the Update button.

		×
	hecked if this disclosure occured improperly)	
Improper Disclosure De	escription (the details about the improper disclosur	re)
sent to wrong address		<u> </u>
	itigation (the details about how the improper disclo	sure was mitigated)
Improper Disclosure M	regarion (the weaks about now the improper disclos	
Improper Disclosure M Privacy Officer spoke wit		<b>A</b>

#### 5.3.4 Record a Request for an Accounting of Disclosures

An individual has a right to receive an accounting of disclosures of protected health information made by a covered entity in the 6 years prior to the date that the accounting is requested– DoD 6025.18-R Chapter 13.

Both Regular Users and Privacy Specialists can record a request for an accounting of disclosures, but only Privacy Specialists can approve or deny the request.

To record a request for an accounting of disclosures:

- 1. Select the Requests Tab.
- 2. Select the Create New Request hyperlink and/or click on the radio button for Disclosure Accounting.
- 3. Click on the Next button.

Monday, October 1, 2007	/ Patient / User / Admin / Requests / Requester	Patient Search Logof
Current Request: None	Create New Request	
Create New Request	Select Request Type	
Search for a Request	O Complaint	
	O Disclosure	
	C Disclosure Accounting	
	O Simple Disclosure Request	

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4. Search for the patient.

londay, April 12, 2010	Patient Search Logoff
	/ Patient / User / Admin / Requests / Requester
Current Request: Disclosure Accounting	Select Patient Select Requester Request Details Request Action
Create New Request Search for a Request	Patient Search
	Sponsor SSII (in ### ##### format, enter '000-00-0000' if not known)
	- OR -
	by Name/State (Last) (First)
	(State) (Birth Date in MMDD/YYYYY format)
	- OR -
	SSN (in ### ##### format, enter '000-00-0000' if not known)
	- OR -
	EDIPN (DoD EDI Person Identifier)
	- OR -
	by System ID (the identifier created by this system for the person)
	Search

5. Select the Requester.

Thursday, February 3, 20	11				Patient Search = Log	<u>aoff</u>						
	Patient	V User	V Admin	Requests	Requester							
Current Request:	Select Patient	Select Requester	Request Details	Disclosure Details	Request Action							
Disclosure	1	2	3	4	5							
Create New Request Search for a Request	Requester S											
	Choose one of the	e following options:										
	A. Select the Pati	ient (the request is be	ing made by the Pa	tient themselves)								
	Dunlap, Chad				Select							
	B. Select a Third-Party Organization (a third-party requester, such as a law enforcement agency or insurance company)											
		Joe Gibbs, 1411 Jeffers										
			oon ouno, riningion		(Select)							
	1		oon barro, raangeon		(Select)							
		erson (search for ano			( <u>Select</u> )							
		erson (search for ano	ther person, or add									
	C. Search for a Pe	erson (search for ano	ther person, or add	a new one*)								
	C. Search for a Pe Hame (Las	erson (search for ano	ther person, or add (First) An	" a new one") "' may be used as a win	dcard.							
	C. Search for a Pe Hame (Las	erson (search for ano st)	ther person, or add (First) An	" a new one") "' may be used as a win	idcard.							
	C. Search for a Pe Name (Las System ID (the in	erson (search for ano st)	ther person, or add (First) An reated by this syste	" a new one") "' may be used as a win	dcard.							
	C. Search for a Pe Name (Las System ID (the in	erson (search for and st), dentification number c	ther person, or add (First) An reated by this syste	" a new one") "' may be used as a win	idcard.							
	C. Search for a Pe Name (Las System ID (the in	erson (search for and st), dentification number c	ther person, or add (First) An reated by this syste	" a new one") "' may be used as a win	dcard. ☑ Include Patient Records ☑ Include Non-Patient Records							
	C. Search for a Pe Name (Las System ID (the is EDIPH (an externa	erson (search for ano b) , sentification number c al identifier for the pers	other person, or add (First) An reated by this syste son)	a new one*) ** may be used as a win more the person)	ofcard. I Include Patient Records I Include Non-Patient Records Search							
	C. Search for a Pe Name (Las System ID (the is EDIPH (an externa	erson (search for ano b) , sentification number c al identifier for the pers	other person, or add (First) An reated by this syste son)	" a new one") "' may be used as a win	ofcard. I Include Patient Records I Include Non-Patient Records Search							
	C. Search for a PC Hame (Las System ID (the k EDIPH (an extern D. Search for an C	erson (search for ano bi) dentification number c al identifier for the per-	ther person, or add (First) An reated by this syste son) for another organiz	a new one*) ** may be used as a win more the person)	dcard. I Include Patient Records I Include Non-Patient Records Search →							
	C. Search for a PC Hame (Las System ID (the k EDIPH (an extern D. Search for an C	erson (search for ano bi) dentification number c al identifier for the per-	ther person, or add (First) An reated by this syste son) for another organiz	a new one*) ** may be used as a win m for the person) ation, or add a new one	dcard. I Include Patient Records I Include Non-Patient Records Search →							
	C. Search for a P4 Hame (Las System ID (the k EDIPH (an external D. Search for an C Hame (All or part	erson (search for ano bi) dentification number c al identifier for the per-	ther person, or add (First) An reated by this syste son) for another organiz ganization. An <sup>av</sup> ma	a new one*) ** may be used as a win m for the person) ation, or add a new one	dcard. I Include Patient Records I Include Non-Patient Records Search →							

- 6. Confirm the requester and recipient details.
- 7. Click on the Next button.

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Thursday, January 27, 200	5							= Patient Search	Logoff
	/ Patient	V User	Admin		Requests	$\sim$	Requester		
Current Request: Disclosure Accounting	Select Patie	nt Select Request	er Request Details	s Req	uest Action				
<ul> <li>Create New Request</li> <li>Search for a Request</li> </ul>	Confirm F	Requester and F	Recipient Deta	ails					
	Patient:	Joe J Smith							
	Date of Birth:	1968-07-05							
	SSN:	121131414							
		23 King St., Charleston 84536	, sc						
	Requester:	Joe J Smith <u>change</u>							
	Address:	23 King St., Charlestor	n, SC 84536	Add Ne	<u></u>				
	Recipient:	Same as requester set a different recipient	L						
	Back	Next							

- 8. Enter the Request Details: details of the request, identity verification, and authority verification.
- 9. Scroll down the screen and enter: Information start and end date, request format, and request classification.
- 10. Click on the Next button.

Patient is Requester	
Description of Requester Authority Verification (if the requester's authority was	verified, how was it verified?)
Patient is requester	
Information Start Date (the start date for the information in MWDD/YYYY format)	
12/15/2004 IIII -	
Information End Date (the end date for the information in MM/DD/YYYY format)	
01/20/2005	
Request Format (the format in which this request has been received)	
Received Request in Writing	
Request Classification (an optional classification for this request)	
Attorney 💌	

- 11. Enter in the Request Action Details.
- 12. From the Action Drop-down box, select the appropriate person to route the request to.

The Request Action window provides you with various accounting disclosure actions, which are shown in this table:

Accounting for Disclosures - Request Actions					
Action	Description				
Route to My Worklist	Allows you to place it in your worklist to follow up when appropriate				
Process Request Now	Allows you to place it in your worklist for approval				
Deny Request Now	Allows you to deny the disclosure				
Route to Privacy	Allows you to pass the disclosure on to another Privacy Specialist to				
Specialist	be processed, as established in a User-to-User Relationship				
Route to Other User	Allows you to pass the disclosure back to another user to process the				
	letter generation after approving or denying the request, as established				
	in a User-to-User Relationship				

13. Click on the Save button.

Thursday, January 27, 200	05					= <u>Patient Search</u> = <u>Logo</u>		
	Patient	V User	\∕ Admin	Requests	Requester			
Current Request: Disclosure Accounting	Select Patient	Select Requester	Request Details	Request Action				
Create New Request     Search for a Request	Request Action Patient Name: Joe Smith SSN # 121131414 Birth Date: 07-05-1968 Address: 23 King St., Charleston, SC 84536 Requester Recipient Name: Joe J.Smith Address: 23 King St., Charleston, SC 84536							
	Details of the Request (requester's comments about the scope of this request) Patient is requesting an accounting of disclosures.							
	Approved Part (for partially approved requests, describe part of request that was approved)							
	Benied Part (for partially denied requests, describe part of request that was denied)							
	Action (action for Route to My Work Back							

• The Request Summary screen will display.


# 5.3.5 Approve Accounting of Disclosures

A patient may ask for an Accounting of Disclosures at any time. PHIMT allows for a quick reporting of this accounting.

To approve an accounting of a disclosure:

- 1. Select the User Tab.
- 2. Select the My Worklist hyperlink.
- 3. Select the Edit hyperlink for the disclosure accounting that you want to approve.

	Patient	$\sim$	User 🔶	V Admir		Reque	sts 🗸	Reque	ster		
<b>urrent User:</b> ílson, James S TMA	User Workli	ist									
	User Worklist										
/ Profile	Activity R	Request Session ID		Activity ID		Source Patient Requester Status			r Status	Creation Date	
y Worklist	<u>edit</u> 85 3		Request Acce Accounting)	iest Acceptance (Disclosure ounting)			Smith, Joe Sm J J		Action Pending	01/27/2005	
	Naval Hospital W	Vorklist									
			quest ssion ID	Activity ID	Source	Patient Reque		ester S	Status Cr	Creation Date	
	There are no activities for this queue										

- The Edit Activity Details screen will display.
- 4. Select Accepted from the Activity Status drop-down box.
- 5. Click on the Update button.

Thursday, January 27, 20	005 Patient Search	h = Logoff									
	Patient User Admin Requests Requester										
Current Request: Disclosure Accounting	Edit Activity Details										
	Patient										
Summary	Name: Joe Smith										
History Documents	SSN # 121131414										
Request Details	Birth Date: 07-05-1968										
Request Action	Address: 23 King St., Charleston, SC 84536										
	Requester/Recipient										
Create New Request	Name: Joe J Smith										
Search for a Request	Address: 23 King St., Charleston, SC 84536										
	Instructions										
	Request Acceptance (Disclosure Accounting)										
	Activity Status (new activity status code )										
	Accepted										
	Action Pending										
	Accepted rquests, lescribe part of request that was approved) Denied										
	Cancelled										
	Route to Privacy Specialist										
	Route to Other User										
	A										
	V										
	Comments (enter details about this activity)										
	A										
	<b>x</b>										

• The Disclosure Accounting Request screen will display with the approved accounting of disclosures.

<u>NOTE</u>: The accounting disclosure (Activity Instance ID 85) is no longer shown in your User Worklist.

Thursday, January 27, 200	15								= <u>Patier</u>	i <u>t Search</u> = <u>Loq</u> e			
	/ Pa	atient	\/ U	ser 🗸	Admir	n V F	Requests	V Re	quester				
Current Request: Disclosure Accounting	Discl	osure A	ccounti	ng Reque	st								
Summary History Documents Request Details		Reportable Disclosures (checked disclosures will be included in the disclosure accounting report, suspended disclosures are highlighted in red)											
	Include	Disclosure ID	Date	Туре	Origin	Receiving Entity	PI	-1	Purpose	Status			
Request Action	V	286	01/27/2005	Law Enforcement Purposes	US TMA	Law Offices of Joe Gibbs		ealth	Law Enforcement	Complete			
<ul> <li>Create New Request</li> <li>Search for a Request</li> </ul>	V	137	07/27/2004	Law Enforcement Purposes	325th Medical Group	Joe J Smith	Laboratory	Test(s)	Law Enforcement	Complete			
	V	100	07/20/2004	Research Purposes	325th Medical Group	Home of Michele	History and Examination Notes		Medical	Complete			
	Disclos	sures Acci	ounting Sus	nensions									
	Suspen ID		-	ended Disclosur	sure Identifier		Start Date	End Date	Comments				
	26 The specific disclo Enforcement Pur 07/27/2004 with a			poses that oc	oses that occured on			07/27/2004	ł				
	Cre	eate )											

5.3.6 Generate an Accounting of Disclosures Report

An accounting of disclosures report is a summary of all of the disclosures made for a particular patient. Once a request has been approved, an accounting of disclosures report can be generated. Pending disclosures will not display in the report.

The Privacy Specialist has the option to route the report back to the originator.

To generate an Accounting of Disclosures Report:

1. From the Disclosure Accounting Request screen, click on the Create button to generate the report.

ude Disclosure	osures (che sighlighted	ecked disclos		o included in											
ude Disclosure	ighlighted		ures will b	a included in											
nde ID	Date		Reportable Disclosures (checked disclosures will be included in the disclosure accounting report, suspended disclosures are highlighted in red)												
		Туре	Origin	Receiving Entity	PHI		Purpose	Status							
286	01/27/2005	Law Enforcement Purposes	US TMA	Law Offices of Joe Gibbs	Complete H Record(s)	ealth	Law Enforcement	Complete							
137	07/27/2004	Law Enforcement Purposes	325th Medical Group	Joe J Smith	Laboratory	Test(s)	Law Enforcement	Complete							
100	07/20/2004	Research Purposes	325th Medical Group	Home of Michele			Medical	Complete							
Disclosures Accounting Suspensions															
pension ID	Suspe	nded Disclosu	re	Identifier	Start Date	End Date	Commen	ts							
Enfor	cement Pur	poses that oc	cured on		07/27/2004	07/27/2004	1								
F	100 closures Acce pension ID The sp Enfor	100 07/20/2004 closures Accounting Suspension Suspen D The specific disclo Enforcement Pur 07/27/2004 with a	137         07/27/2004 Law Enforcement Purposes           100         07/20/2004 Research Purposes           Ioo         Suspended Disclosure Enforcement Purposes           Enforcement Purposes         Ioo           07/27/2004 with a disclosure ID of         Ioo	137         07/27/2004         Law         295h           100         07/20/2004         Research         205h           100         07/20/2004         Research         205h           Jost         07/2004	137     07/27/2004     Lawv     325th     Joe J Smith       100     07/20/2004     Research     325th     Home of       100     07/20/2004     Research     S35th     Modical       100     07/20/2004     Research     S35th     Modical       Instructure     Nonposes     325th     Modical     Michaele       Instructure     Suspended Disclosure     Michaele     Michaele       Instructure     Suspended Disclosure     Identifier       The specific disclosure of type Law     Enforcement Purposes that occured on     07/27/2004 with a disclosure ID of 137	137     07/27/2004     Law     228th Medical Group     Joe J Smith Medical Group     Laboratory       100     07/20/2004     Research Purposes     3/28th Medical Group     Home of Medical Medical     History and Examination Notes       Josures Accounting Suspended Disclosure ID     Suspended Disclosure     Identifier     Start Date       The specific disclosure of type Law Enforcement Purposes that occurred on 07/27/2004 with a disclosure ID of 137     07/27/2004     07/27/2004	137     07/27/2004     Law     325th Medical Group     Joe J Smith     Laboratory Test(s)       100     07/20/2004     Research Purposes     325th Medical Group     Home of Medical Medical     History and Physical Examination, Progress Note       Josures Accounting Suspensions     Start Date     End Date       ansion D     Suspended Disclosure     Klentifiler     Start Date     End Date       The specific disclosure of type Law     End Date     07/27/2004     07/27/2004       07/27/2004 with a disclosure ID of 137     07/27/2004     07/27/2004	137     07/27/2004     Lawr     325h     Joe J Smith     Laboratory Test(s)     Law Enforcement       100     07/20/2004     Research     325h     Home of     History and Physical     Medical       100     07/20/2004     Research     325h     Mome of     History and Physical     Medical       100     07/20/2004     Research     325h     Mome of     History and Physical     Medical       100     07/20/2004     Research     325h     Michele     Notes     Notes							

2. Select the "Protected Health Information Disclosure Report" hyperlink to create the report.

<u>NOTE</u>: If you want to route the completed request back to the originator, place a check in the box and click on confirm.

Thursday, January 27, 20	005 Example 2 Patient Search = Logoff
	/ Patient / User / Admin / Requests / Requester \
Current Request: Disclosure Accounting	Disclosure Accounting Request
Summary History Documents Request Details Request Action	Disclosure Depart (which and the first below to view or print the document) Protected Health Information Disclosure Report Route Completed Request to Originator (route to the request creator for acknowledgement & document preparation) Confirm Confirm
<ul> <li>Create New Request</li> <li>Search for a Request</li> </ul>	

• The Accounting of Disclosures Report will display.

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	b ∽ • <b>#</b> & b • <b>b b b i i i</b> • • • • • • • • • • • • • • • • • • •	
Signatures Thumknails Bookmarks	Protected Health Information Prepared for: Joe J Smith Requested from: US TMA Generated on: 01-27-2005	on Disclosure Report
Signature	Disclosure ID:	286
	Date:	2005-01-27
	Disclosure Type:	Law Enforcement Purposes - Law Enforcement Purposes
	Disclosure Purpose:	Law Enforcement
	Disclosed Health Information:	Complete Health Record(s)
	Disclosure Originated From:	US TMA Five Skyline Place, 5111 Leesburg Pike, Falls Church, VA 22041-3206
	Disclosure Recipient:	Law Offices of Joe Gibbs 1411 Jefferson Davis, Arlington, VA 20220
	Disclosure Requester:	Smith, Joe J 23 King St., Charleston, SC 84536
	Disclosure ID:	137

#### 5.3.7 Create a Suspension

The covered entity shall temporarily suspend an individual's right to receive an accounting of disclosures to a health oversight agency or law enforcement official...DoD 6025.18-R C13.1.2.1 Two types of disclosures can be suspended: Law enforcement purposes and Health oversight activities. Privacy Specialists have the ability to enter an accounting suspension in two ways: Specific disclosure and Type of disclosure. As a best practice, it is recommended that users enter in an accounting suspension using the Specific disclosure hyperlink. Once a suspension has been entered, all users can view it.

To create a suspension:

- 1. Search for and select a patient record.
- 2. Select the Accounting Suspensions hyperlink.

Sunday, January 30, 2005		Patient Search	Logof							
	/ Patient / User / Admin / Requests / Requester /									
Current Patient: Kramer, Peter 08/11/1970	Summary									
FMP-SSSN:30- 211128767	Summary Item Filters Display									
	🗆 All 🗖 Disclosures 🗖 Suspensions 🗖 Restrictions 🗖 Reports 🗖 Letters 🗖 Authorizations	s 🗖 Complaints								
Summary Requests Accounting Suspensions Discussion										
Authorization Patient Profile	Copyright @ New Governance, Inc. 2000-2004, ALL RIGHTS RESERVED Version: 2.24									
Patient Search										

Last Edited: 3/3/2011

3. Select the Specific Disclosure hyperlink.

Sunday, January 30, 2005						Patient Search	Logoft					
	Patient V	User 🗸 Admin	V Reque	ests 🗸 Re	quester 🛝							
Current Patient: Kramer, Peter 08/11/1970	Accounting Sus											
FMP-SSSN:30- 211128767	Accounting Suspensions											
211120101	Suspension ID	Suspended Disclosure	Identifier	Start Date	End Date	Comments						
Summary												
Requests Record Disclosure	Create New Accounting Suspension											
Accounting Suspensions Disclosure Restrictions	For the current Patient, suspend their disclosure accounting rights for a <b>specific disclosure</b> . Use this to suspend a single disclosure.											
Authorization Patient Profile	For the current Patient, suspend their disclosure accounting rights for a <b>type of disclosure</b> . Use this to suspend more than one disclosure of a particular type.											
Patient Search												
Copyright © New Governance, Inc. 2000-2004, ALL RIGHTS RESERVED Version: 2.24												

- 4. Click on the radio button for the disclosure you want to suspend.
- 5. Enter the suspension details: requesting statement and form, justification, and start and end date.

NOTE: All required fields are marked with an asterisk.

Sunday, January 30, 2005									Patient Search	Ŀ	
	/ Pat	ient \	/ Us	er 🗸	Admi	n V	Requests 🗸	Requester \			
Current Patient: Kramer, Peter 08/11/1970 FMP-SSSN:30-	Accounting Suspension										
-MP-SSSN:30- 211128767	Patient Disclosures (Suspended disclosures are highlighted in red)										
Summary	Suspend	Disclosure ID	Date	Туре	Origin	Receiving Entity	PHI	Purpose	Status		
Requests Record Disclosure Accounting Suspensions	°	268	01/25/2005	Law Enforcement Purposes	US TMA	Peter Kramer	Complete Health Record (\$)	Law Enforcement	Complete	,	
	Form of Requesting Statement (The form of the statement requesting suspension) Written  Oral  Variation (mandatory comments explaining the justification for the Patient suspension)										
	directed by attorney										
	, * End Date 01/26/200	<u>`</u>	-	hich time the Pat	ent wil	i be abie ti	o access the disclosure i	n MM/DD/YYYY for	mat)		

6. Scroll to the bottom of the screen and click on the Save button.

Provide all the second second	
directed by attorney	~
* Start Date (The start dat 01/30/2005	e from which the disclosure will not be reported to the Patient in MWDD/YYYY format)
* End Date (The end date 02/05/2005	after which time the Patient will be able to access the disclosure in MM/DD/YYYY format)
Identifier (The OPTIONA)	L identifier for the suspension, could be a case number, warrant number, subpoena ID, etc.)
Comments (OPTIONAL)	eneral comments about or for the Patient)

7. Select the Summary hyperlink.

Sunday, January 30, 2005									Patient Search	Loc	
	/ Pat	tient	/ Use	er V	Admi	1 \/	Requests 🗸	Requester \			
Current Patient: Kramer, Peter 08/11/1970 FMP-SSSN:30-	Accounting Suspension										
211128767	Patient Disclosures (Suspended disclosures are highlighted in red)										
Summary	Suspend	Disclosure ID	Date	Туре	Origin	Receiving Entity	PHI	Purpose	Status		
Record Disclosure Accounting Suspensions	©	268	01/25/2005	Law Enforcement Purposes	US TMA	Peter Kramer	Complete Health Record (s)	Law Enforcement	Complete		
Disclosure Restrictions Authorization Patient Profile				agency or officia or official makin			ting the Patient suspensi	ion. If the request is	oral, this must		
Patient Search	as reque:	sted by atto	ney				A				
	I										
		-	-	t (The form of ti	e stater	nent reque	sting suspension)				
	Written 🖸	) Oral 🤇	,								
	* Justific	ation (man	datory comn	nents explaining	the jusi	tification fo	r the Patient suspension)	)			
	aline at a state	by attorney									

- 8. Check the Suspensions checkbox.
- 9. Click on the Display button.
- The Disclosure that you suspended will display in the Disclosure Accounting Suspensions section.

Sunday, January 30, 2005						Patient Search	Logof					
	/ Patie	ent V User V Admin	\/ F	equests?	V Rec	quester \						
Current Patient: Kramer, Peter 08/11/1970	Summa	ry										
FMP-SSSN:30- 211128767	Summary Item Filters											
Summary Requests		Disclosures 🔽 Suspensions 🗖 Restrictio	ns 🗆 Re	ports 🗖 L	.etters 🗖	Authorizations 🗖 Complaints						
Record Disclosure	Disclosure Accounting Suspensions											
Accounting Suspensions Disclosure Restrictions Authorization	Suspension ID	Suspended Disclosure	Identifier	Start Date End Date		Comments						
Patient Profile	<u>88</u>	The specific disclosure of type Law Enforcement Purposes that occured on 01/25/2005 with a disclosure ID of 268		01/30/2005	02/05/2005							
		Copyright @ New Governance, Inc. 2000-2004, ALL RIGHTS RESERVED										
			Version: 2.2	4								

## 5.3.8 Record a Simple Disclosure

A Simple Disclosure Request provides the ability for Multiple Disclosure Accounting. A covered entity may account for multiple disclosures with a single entry if the MTF has made multiple disclosures of PHI to the same person or entity for a single purpose. Some examples include: a series of disclosures that occur on a periodic basis such as monthly medical readiness status, dental class reports, or pre-deployment preparation reports to a commander or the commander's designee(s). Multiple disclosure is primarily used when the same disclosure occurs in a specific time period. This will allow for better tracking of multiple disclosures and users will not have to create separate single disclosures.

- 1. Click on the Requests Tab.
- 2. Click on the Simple Disclosure radio button.
- 3. Click on the Next button.

	Patient User Admin Patient Requests Requester	
Current Request: None	Create New Request	
Create New Request	Select Request Type	
Search for a Request	O Complaint	
	O Disclosure	
	O Disclosure Accounting	
	Simple Disclosure Request	

4. Search for the Patient.

Monday, April 12, 2010		Patient Search Logoff
Current Request:	Patient User Admin Requests Requester	
Disclosure Accounting	Original Patient         Object Requester         Requester         Request Record           Image: Construction Record Re	
<ul> <li>Create New Request</li> <li>Search for a Request</li> </ul>	Patient Search	
<u> </u>	Sponsor SSN (in ###-###### format, enter '000-00-0000' if not known)	
	- OR -	
	by Name/State (Last) (First)	
	(State) (Bith Date in MM/DD/YYY format)	
	- OR -	
	SSN (in ### ## #### format, enter '000-00-0000' if not known)	
	- OR -	
	EDIPN (DoD EDI Person Identifier)	
	- OR -	
	by System ID (the identifier created by this system for the person)	
	Search	

5. Select patient from the Search Results screen.

	Patient V	User	Admin	Re	quests	Requester	
Current Request:	Select Patient Se	lect Requester	Request Detail	s Request	Action		
Disclosure Accounting	1	2	3	4	)		
Create New Request Search for a Request	Patient Search F	Results					
	Search Results - Click	on the name to	select a perso	on			
<b>r</b>	Name		ID SSN	Sponsor SSN	Birth Date	Address	
	Dunlap, Chad		756 26367676	1	2003-09-04	6573 Leading Tree Way Fairfax, VI 3456	58
	Other options: Adjust your search criter Create a new Patient rece						

6. Click on the Multiple Disclosures for the same purpose radio button. (The disclosure frequency was added to differentiate between single and multiple disclosures. It is defaulted to single).



- 7. The Disclosure Frequency fields will appear.
- 8. Select the occurrence, start date, and end date. (Users can select from the drop-down, which includes: weekly, monthly, or annually, or they have the option to put how many times the disclosure occurs in a specified time period.)
- 9. Click on the Requester Change button.
- 10. Search for the Requester.

Patient User Admin Requests Requested   Beddosure Select Patient Select Requester Request Detaits Request Action   ••••••••••••••••••••••••••••••••••••	Thursday, February 3, 201	1				Patient Sea	arch <u>Loqoff</u>
Sectore is even if is a construction of the following options: Create New Request is being made by the Patient themselves) Unlep, Chead Create New Request Create New Request is being made by the Patient themselves) Lev Offices of Joe Okbbs, 1411 Jefferson Davis, Arlington, VA 20220 Create New Request Create New Request Create New Request (First) An "* may be used as a windcard System ID (the identification number created by this system for the person) System ID (the identification number created by this system for the person) Create New Request Distribution (search for another organization, or add a new one) Include Non-Patient Records Create Non-Patient Records Distribution of the name of the organization, An "* may be used as a windcard) Distribution of the name of the organization, An "* may be used as a windcard) Distribution of the name of the organization, An "* may be used as a windcard) Distribution of the name of the organization, An "* may be used as a windcard) Distribution of the name of the organization, An "* may be used as a windcard) Distribution of the name of the organization, An "* may be used as a windcard) Distribution of the name of the organization, An "* may be used as a windcard) Distribution of the name of the o		/ Patient	V User	V Admin	V Requests	Requester	
Create New Request Search for a Request Search for a Request Requester Search Choose one of the following options: A. Select the Patient (the request is being made by the Patient themselves) Durnlep, Choid Select B. Select a Third-Party Organization (a third-party requester, such as a law enforcement agency or insurance company) Law Offices of Joe Oibbs, 1411 Jefferson Devis, Arlington, VA 20220   C. Search for a Person (search for another person, or add a new one?) Hame (Last) (First) An ** may be used as a wildcard System ID (the identification number created by this system for the person) DiPIH (an external identifier for the person) Divide Patient Records C. Search for an Organization (search for another organization, or add a new one?) Include Patient Records DipIH (an external identifier for the person) DipIH (an external identifier for the person) DipIH (an external identifier for the person) DipIH (an external identifier for the organization, or add a new one?) Hame (All or part of the name of the organization, or add a new one?) Hame (All or part of the name of the organization, or add a new one?) Hame (All or part of the name of the organization, or add a new one?) Hame (All or part of the name of the organization, or add a new one?) Hame (All or part of the name of the organization, or add a new one?) Hame (All or part of the name of the organization, or add a new one?) Hame (All or part of the name of the organization, or add a new one?) Hame (All or part of the name of the organization, or add a new one?) Hame (All or part of the name of the organization, or add a new one?) Hame (All or part of the name of the organization, or add a new one?) Hame (All or part of the name of the organization, or add a new one?)		Select Patient	Select Requeste	r Request Details	Disclosure Details	Request Action	
Search for a Reque Requester Search Choose one of the following options:  A. Select the Patient (the request is being made by the Patient themselves)  Dunlap, Chad  Select  B. Select a Third-Party Organization (a third-party requester, such as a law enforcement agency or insurance company)  Law Offices or Joe Gibbs, 1411 Jefferson Davis, Arlington, VA 2022  C. Search for a Person (search for another person, or add a new one*)  Hame (Last) (First) An ** may be used as a wildcard Search  D. Search for an Organization (search for another organization, or add a new one*)  Law Offices of Joe Gibbs, 1411 Jefferson Davis, Arlington, VA 2022  C. Search for a Person (search for another organization, or add a new one*)  Hame (Last) (First) An ** may be used as a wildcard) Search  D. Search for an Organization (search for another organization, or add a new one*)  Hame (All or part of the name of the organization, An ** may be used as a wildcard, DMIS Code (the external identifier for the organization)	Disclosure	1	2	3	4	5	
Search for a Reque Requester Search Choose one of the following options:  A. Select the Patient (the request is being made by the Patient themselves)  Dunlap, Chad  Select  B. Select a Third-Party Organization (a third-party requester, such as a law enforcement agency or insurance company)  Law Offices or Joe Gibbs, 1411 Jefferson Davis, Arlington, VA 2022  C. Search for a Person (search for another person, or add a new one*)  Hame (Last) (First) An ** may be used as a wildcard Search  D. Search for an Organization (search for another organization, or add a new one*)  Law Offices of Joe Gibbs, 1411 Jefferson Davis, Arlington, VA 2022  C. Search for a Person (search for another organization, or add a new one*)  Hame (Last) (First) An ** may be used as a wildcard) Search  D. Search for an Organization (search for another organization, or add a new one*)  Hame (All or part of the name of the organization, An ** may be used as a wildcard, DMIS Code (the external identifier for the organization)	Consta Neur Desurat						
A. Select the Patient (the request is being made by the Patient themselves)          Durnlap, Chad       Select         B. Select a Third-Party Organization (a third-party requester, such as a law enforcement agency or insurance company).       Law Offices of Joe Oibbs, 1411 Jefferson Davis, Arlington, VA 20220         Law Offices of Joe Oibbs, 1411 Jefferson Davis, Arlington, VA 20220       Select         C. Search for a Person (search for another person, or add a new one*)       Select         Hame       (Last)       (First) An ** may be used as a wildcard         System ID (the identification number created by this system for the person)       Include Patient Records         DIPHI (an external identifier for the person)       Search         Image: (All or part of the name of the organization, or add a new one*)       Image: Search         Image: (All or part of the name of the organization. An ** may be used as a wildcard.)       Image: Search         DIMIS Code (the external identifier for the organization.)       The organization.		Requester	Search				
Dunlap, Chad       Select         B. Select a Third-Party Organization (a third-party requester, such as a law enforcement agency or insurance company)         Law Offices of Joe Gibbs, 1411 Jefferson Davis, Arlington, VA 20220       Select         C. Search for a Person (search for another person, or add a new one*)       Select         Name       (Last)       (First) An *' may be used as a wildcard         System ID (the identification number created by this system for the person)       Include Patient Records         EDIPH (an external identifier for the person)       Include Non-Patient Records         B. Search for an Organization (search for another organization, or add a new one*)       Search         Hame (All or part of the name of the organization, n** may be used as a wildcard.)       Diffies Code (the external identifier for the organization.)		Choose one of t	he following option	s:			
Dunlap, Chad       Select         B. Select a Third-Party Organization (a third-party requester, such as a law enforcement agency or insurance company)         Law Offices of Joe Gibbs, 1411 Jefferson Davis, Arlington, VA 20220       Select         C. Search for a Person (search for another person, or add a new one*)       Select         Name       (Last)       (First) An *' may be used as a wildcard         System ID (the identification number created by this system for the person)       Include Patient Records         EDIPH (an external identifier for the person)       Include Non-Patient Records         B. Search for an Organization (search for another organization, or add a new one*)       Search         Hame (All or part of the name of the organization, n** may be used as a wildcard.)       Diffies Code (the external identifier for the organization.)		A. Select the Pa	tient (the request is )	being made by the Pa	tient themselves)		
Law Offices of Joe Gibbs, 1411 Jefferson Davis, Arlington, VA 20220       Select         C. Search for a Person (search for another person, or add a new one*)       Imme (Last)       (First) An *' may be used as a wildcard         System ID (the identification number created by this system for the person)       Include Patient Records         EDIPH (an external identifier for the person)       Include Non-Patient Records         B. Search for an Organization (search for another organization, or add a new one*)       Search         Hame (All or part of the name of the organization. An *' may be used as a wildcard.)       DMIS Code (the external identifier for the organization.)						Select	
Law Offices of Joe Oibbs, 1411 Jefferson Davis, Arlington, VA 20220       Select         C. Search for a Person (search for another person, or add a new one*)       Imme (Last)       (First) An *' may be used as a wildcard         System ID (the identification number created by this system for the person)       Include Patient Records         EDIPH (an external identifier for the person)       Include Patient Records         B. Search for an Organization (search for another organization, or add a new one*)       Search         Hame (All or part of the name of the organization. An ** may be used as a wildcard.)       DMIS Code (the external identifier for the organization)							
Law Offices of Joe Gibbs, 1411 Jefferson Davis, Arlington, VA 20220       Select         C. Search for a Person (search for another person, or add a new one*)       Imme (Last)       (First) An *' may be used as a wildcard         System ID (the identification number created by this system for the person)       Include Patient Records         EDIPH (an external identifier for the person)       Include Non-Patient Records         B. Search for an Organization (search for another organization, or add a new one*)       Search         Hame (All or part of the name of the organization. An *' may be used as a wildcard.)       DMIS Code (the external identifier for the organization.)		B. Select a Third	I-Party Organization	(a third-party reques	ter, such as a law enfo	rcement agency or insurance company)	
C. Search for a Person (search for another person, or add a new one*)          Name       (Last)       (First) An *' may be used as a wildcard         System ID (the identification number created by this system for the person)       ✓       Include Patient Records         System ID (the identifier for the person)       ✓       ✓       Include Patient Records         EDIPH (an external identifier for the person)       ✓       ✓       Search         D. Search for an Organization (search for another organization, or add a new one*)       Search       Search         Hame (All or part of the name of the organization.)       ✓       may be used as a wildcard.)         DMIS Code (the external identifier for the organization.)       ✓       Mission (search for another organization.)							
Hame       (Last)       (First) An ** may be used as a wildcard         System ID       (the identification number created by this system for the person)       Include Patient Records         System ID       (an external identifier for the person)       Include Non-Patient Records         EDIPH       (an external identifier for the person)       Include Non-Patient Records         Search for an Organization (search for another organization, or add a new one*)       Search         Hame       (All or part of the name of the organization. An ** may be used as a wildcard.)         DMIS Code       (the external identifier for the organization.)							
Hame       (Last)       (First) An ** may be used as a wildcard         System ID       (the identification number created by this system for the person)       Include Patient Records         System ID       (an external identifier for the person)       Include Patient Records         EDIPH       (an external identifier for the person)       Include Patient Records         D. Search for an Organization (search for another organization, or add a new one*)       Search         Hame       (All or part of the name of the organization. An ** may be used as a wildcard.)         DMIS Code       (the external identifier for the organization.)	Г	C. Search for a l	Person (search for a	nother person, or ada	a new one*)		
System ID (the identification number created by this system for the person)         System ID (the identification number created by this system for the person)         EDIPN (an external identifier for the person)         D. Search for an Organization (search for another organization, or add a new one*)         Hame (All or part of the name of the organization. An ** may be used as a wildcard.)         DMIS Code (the external identifier for the organization)						deard	
EDIPII (an external identifier for the person)  EDIPII (an external identifier for the person)  EDIPII (an external identifier for the person)  EDIPII (an external identifier for the organization, or add a new one*)  Hame (All or part of the name of the organization, An ** may be used as a wildcard.)  DMIS Code (the external identifier for the organization)							
EDIPII (an external identifier for the person)  D. Search for an Organization (search for another organization, or add a new one*)  Hame (All or part of the name of the organization. An ** may be used as a wildcard.)  DMIS Code (the external identifier for the organization)		System ID (the	identification number	r created by this syste	m for the person)		
D. Search for an Organization (search for another organization, or add a new one*)         Hame (All or part of the name of the organization. An ** may be used as a wildcard.)         DMIS Code (the external identifier for the organization)							
D. Search for an Organization (search for another organization, or add a new one*) Hame (All or part of the name of the organization. An ** may be used as a wildcard.) DMIS Code (the external identifier for the organization)		EDIPN (an exter	nal identifier for the p	erson)			
Hame (All or part of the name of the organization. An ** may be used as a wildcard.) DMIS Code (the external identifier for the organization)						Search	
Hame (All or part of the name of the organization. An ** may be used as a wildcard.) DMIS Code (the external identifier for the organization)							
DMIS Code (the external identifier for the organization)		D. Search for an	Organization (sear	ch for another organiz	ation, or add a new one	*)	
		Name (All or pa	nt of the name of the o	organization. An *' ma	y be used as a wildcan	d.)	
Search		DMIS Code (the	e external identifier fo	r the organization)			
		I				Search	

11. Select the Requester from the Search Results screen.

Last Edited: 3/3/2011

Monday, April 12, 2010				Patient Search	Logoff
	/ Patient \/	User	Admin V Requests V Requ	ester	
Current Requester: None	Requester Searc	h Resul	'S		
Requester Summary	Search Results - Click	on the nam	e to select a requester		
Requester Requests	Name	ID	Address		
Requester Profile	Smith, John	253	1456 Terry Ln., Warston, MT 12554		
Requester Search	Smith, John	749	13450, Bob Wilson, San Diego, CA 92134		
	Smith, John 2	748	34800, Suite 4, San Diego, CA 92134-9999		-
	Other options: Adjust your search criteria Create a new requester a Create a new requester a	s a person.	_		
		Ce	pyright © New Governance, Inc. 2000-2007, ALL RIGHTS RESERVED Version: 2.50 build [0939]		

- 12. Select the Requester Identity Verified drop-down.
- 13. Select the Disclosure Type from the drop-down.

<u>NOTE</u>: The disclosure description will automatically be populated when the disclosure type is selected.

: Smith, John sss: 1456 Terry Ln., Warston, MT 12554 s: ct Person: uester Identity Verified (was the requester's identity verif al Security Number ription of Requester Identity Verification (required if rec	equester identity verification was defined as 'other')
e: ct Person: uester Identity Verified (was the requester's identity verifi- al Security Number ription of Requester Identity Verification (required if required if requir	equester identity verification was defined as 'other')
ct Person: uester Identity Verified (was the requester's identity verified al Security Number ription of Requester Identity Verification (required if reconstruction) uest Date (the disclosure request date in MM/DD/YYYY) for	equester identity verification was defined as 'other')
al Security Number	equester identity verification was defined as 'other')
al Security Number	equester identity verification was defined as 'other')
ription of Requester Identity Verification (required if required if required if required to the disclosure request date in MM/DD/YYYY for	A V
ription of Requester Identity Verification (required if required if required if required to the disclosure request date in MM/DD/YYYY for	A V
uest Date (the disclosure request date in MM/DD/YYYY for	A V
uest Date (the disclosure request date in MM/DD/YYYY for	A V
	×
12007	rmat)
/2007	
ipient (the organization or person where the disclosure wen	nt) Change
prent (the organization of person where the disclosure wen	(Change
: Smith, John	
ess: 1456 Terry Ln., Warston, MT 12554	
a:	
ct Person:	
closure Type (the type of disclosure)	
cialized Government Functions (Active Duty Disclosure)	
osure Description (a read-only description and example of	of the disclosure type selected above)
and disclose the PHI of individuals who are Armed Forces per	
opriate military command authorities to assure the proper exe	
and all of the PHI of an individual who is a member of the Arm	
mine the member's fitness for duty 2) To determine the memb	
ment order or duty including compliance with any actions	required as a precondition to performance of such
	er the authority of DoD Directive 6490.2. 4) To report

14. Select the Disclosure Purpose from the drop-down.

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- 15. Complete the "Other/Details" text box. (For multiple disclosures, the purpose details box must be filled in for the disclosure to be complete.)
- 16. Scroll down the screen and enter: PHI description and disclosure comments.

	Iosure Date (the disclosure date in MM/DD/YYYY format)         4/2007
* Ori	gin Organization (where the disclosure originated)
US	TMA
* Dis	closure Purpose (the purpose of the disclosure)
Med	dical 💌
Othe	r/Details (*Required for all Multiple Disclosures):
1	iding compliance with any actions rquired as a precondition to performance of such mission,
	Complete Health Record(s)
* Pro	otected Health Information Description (the description of the Protected Health Information disclosed)
* Pro	otected Health Information Description (the description of the Protected Health Information disclosed) Complete Health Record(s)
* Pro	otected Health Information Description (the description of the Protected Health Information disclosed) Complete Health Record(s) Consultation Report(s)
* Pro	Detected Health Information Description (the description of the Protected Health Information disclosed) Complete Health Record(s) Consultation Report(s) Discharge Summary
* Pro	Detected Health Information Description (the description of the Protected Health Information disclosed) Complete Health Record(s) Consultation Report(s) Discharge Summary History and Physical Examination
* Pro	Detected Health Information Description (the description of the Protected Health Information disclosed) Complete Health Record(s) Consultation Report(s) Discharge Summary History and Physical Examination Laboratory Test(s)

If you need to attach a document to the disclosure request, follow these steps:

- 17. Type the document title. (If applicable)
- 18. Click on the browse button to attach the document. (It applicable)
- 19. Select Route to Privacy Specialist from the Action drop-down.
- 20. Click on the Save button.

You may attach up to three documents, with file size not ex-	ceeding 2M
FILE 1: Document Title (enter this document's title) Test	
Please select a file you wish to attach	
C:\Documents and Settings\514708\Desktop\PHIMT TEST.doc	Browse
FILE 2: Document Title (enter this document's title)	
Please select a file you wish to attach	
	Browse
FILE 3: Document Title (enter this document's title)	
Please select a file you wish to attach	
	Browse
Action (action for this request)	
Route to Privacy Specialist	
Back Save	

• The Request Summary screen will display.

Monday, May 14, 2007			Patient Search	Logoff
	Patient User	Requests Requester		
Current Request: Simple Disclosure Request	Request Summary			
Summary History = Create New Request = Search for a Request	Name: Dhel Test SSN #: 108693548 Birth Date: 10-28-1930 Address: Requester/Recipient Name: John Smith Address: 1456 Terry Ln., Warston, M	T 12554		
	Request Status: Routed for Approva Request Creation Date: 05/14/2007 Request Last Update Date: 05/14/20	at 03:51:49 PM EDT		
	Other Request Details			
	Description	Details		
	Request Type	Simple Disclosure Request		_
	Disclosure Type	Type: Specialized Government Functions (Active Duty Disclosure), ID: 67 06/14/2007	6, Date:	_
	Route to Privacy Specialist	Yes		
	Identity Verified Text	Social Security Number		

#### 5.3.9 Record Complaints

<u>NOTE</u>: To document a complaint in the PHIMT, you must complete three steps: Record the Complaint, Receive the Complaint, and Update the Complaint after the investigation.

To Record a Complaint:

1. Select the Requests Tab.

Monday, August 8, 2		/						Patient Search	Logo
Current User: Wilson, Leah Primary Training Organization	User Worklist	/ User	V Admir	1 /	Request	s 🔨 Re	quester	λ	
	User Worklist								
	Activity Instance ID	Request Session ID	Activity ID	Source	Patient	Requester	Status	Creation Date	
My Requests My Worklist	There are no activitie	s on your worklist							
<ul> <li>Switch organization</li> </ul>	15	Com	yright © New Govern	names inc. 20	00-2004 411	RIGHTS RESERV	ED		

- The Create New Request Screen will appear.
- 2. Click the Complaint radio button.
- 3. Click on the Next button.

Monday, October 1, 2007		Patient Search	Logoff
	Patient User Admin Requests Requester		
Current Request: None	Create New Request		
Create New Request	Select Request Type		
Search for a Request	Complaint		
	O Disclosure		
	O Disclosure Accounting		
	O Simple Disclosure Request		
	Next		

- 4. Search for the patient.
- 5. Click on the Search button.

Monday, April 12, 2010	Patient Search Logoff
monday, April 12, 2010	Patient / User / Admin / Requests / Requester /
Current Request: Complaint	Select Complaint Details Documents Request Action
<ul> <li>Create New Request</li> <li>Search for a Request</li> </ul>	Patient Search
ſ	Sponsor SSN (in ### ## #### format, enter '000-00-0000' if not known)
	by Name/State (Lost) (First)
	(State) (Birth Date in IM/DD/YYYY format) -  -  -  -  -  -  -  -  -  -  -  -  -
	SSN (in ### ### format, enter '000-00-0000' if not known)  - OR -
	EDIPN (DoD EDI Person Identifier)
	- OR - by System ID (the identifier created by this system for the person)
	Search

6. Select the Patient.

	Patient	User	V	Admin	// Re	quests	Requester	
Current Request: Complaint	Select Complainant	Complaint Details		)ocuments	Request	Action		
	1	2		3	4	)		
<ul> <li>Create New Request</li> <li>Search for a Request</li> </ul>	Patient Searc	h Results						
		Click on the name t				Dist. Data	A 44	
	Search Results - C Na Dunlap, Chad		D	SSN 263676761	n Sponsor SSN		Address 6573 Leading Tree Way Fairfax, VI 34568	

- The Complainant Details Screen will appear.
- 7. Complete the Complaint Details: complaint type, complaint date, subject and description of the complaint.

Monday, August 8, 2005		Patient Search	Logo
	Patient V User V Admin V Requests V Requester V		
Current Request: Complaint	Select Complainant         Complaint Details         Documents         Request Action           ①         ②         ③         ④		
Create New Request Search for a Request	Complaint Details Complainant (the person who is making the complaint) Name: Betty Smith		
	Complaint Type (the type of complaint to create)		
	Notice of Privacy Practices Complaint         Complaint Date (the date the complaint was received in MM/DD/YYYY format)         08/08/2005         Subject (the subject of the complaint)		
	Request for copy of medical record		
	Complaint Description (the description of the complaint - limited to 1020 characters)		
	The medical record contained information belonging to another beneficiary. Betsy Smith's information was in Betty Smith's record. Betty Smith is concerned that her information could also be misplaced.		
	<b>•</b>		

8. Scroll to the bottom of the screen and click on the Next button.

The medical record contained information bek nformation was in Betty Smith's record. Bett be misplaced.	onging to another beneficiary. Betsy Smith's
	V
Outcome Type (the type of outcome after co	omplaint investigation)
Not Selected	<b>•</b>
Dutcome Date (the date of the complaint out	tcome in MM/DD/YYYY format)
Dutcome Description (the description of th	e complaint outcome - limited to 1020 characters)
	V
Back Next	

- 9. To attach any documents, type in the document title.
- 10. Click on the Browse button to attach the file.
- 11. Click on the Next button.

Monday, August 8, 2005		Patient Search	Logo
	/ Patient // User // Admin // Requests // Requester /		
Current Request: Complaint	Select Complainant         Complaint Details         Documents         Request Action           ①         ②         ③         ④		
<ul> <li>Create New Request</li> <li>Search for a Request</li> </ul>	Documents You may attach any document, with file size not exceeding 2M		
	FILE 1: Document Title (enter this document's title) Complaint Form		
	Please select a file you wish to attach		
	C:\Documents and Settings\514708\Desktop\Complaint form.doc Browse		
	Please select a file you wish to attach		
	FILE 3: Document Title (enter this document's title)		
	Please select a file you wish to attach		
	Browse		

• The Request Action Screen will appear.

12. Select the appropriate action from the drop-down box.

13. Click on the Save button.



• The Request Summary Screen will display.

Last Edited: 3/3/2011

# To Receive a Complaint:

1. Select the User Tab.

Monday, August 8, 2005		Patient Search	Logot				
	Patient / User	Admin V Requests V Requester					
Current Request: Complaint	Request Summary						
	Patient						
Summary	Name: Betty Smith						
History Documents Complaint Details	SSN #: 222222222						
	Birth Date: 07-03-1975						
Complaint Details	Address: 1125 West Pleasant View	Dr., Ogden, UT 98277					
Create New Request	Request Status: Routed Complaint to	be Received					
Search for a Request	Request Creation Date: 08/08/2005 at 01:29:18 PM EDT						
	Request Last Update Date: 08/08/2	005 at 01:29:19 PM EDT					
	Other Request Details						
	Other Request Details Description	Details					
	•	Details					
	Description		ld				
	Description Request Type	Complaint The medical record contained information belonging to another beneficiary. Betsy Smith's information was in Betty Smith's record. Betty Smith is concerned that her information cou	ld				
	Description Request Type Details of the Request	Complaint The medical record contained information belonging to another beneficiary. Betsy Smith's information was in Betty Smith's record. Betty Smith is concerned that her information cou also be misplaced.	ld				

- The complaint will appear in the User Worklist.
- 2. Select the Edit hyperlink.

Monday, August 8, 2005										Patient Search	Logo
	/	Patient	<u></u> ر	Jser \/	Admin		Requests	V Re	quester \		
Current User: Wilson, Leah Primary Training Organization	Us	er Workli	ist								
Organization	Use	r Worklist									
My Profile		Activity Instance ID	Request Session ID	Activity I	D	Source	Patient	Requester	Status	Creation Date	•
My Requests My Worklist	<u>edit</u>	755	537	Complaint to be Re	eceived		Smith, Betty		Action Pending	08/08/2005	
Switch organizations											

- The Edit Activity Details Screen will appear.
- 3. Select Received from the Activity Status drop-down box.
- 4. Click on the Update button.

Monday, August 8, 2005						Patient Search	<u>Loqo</u>		
	Patient User	Admin V	Requests		Requester				
Current Request: Complaint	Edit Activity Details	v		12					
	Patient								
Summary	Name: Betty Smith								
History	SSN #: 222222222								
Documents	Birth Date: 07-03-1975								
Complaint Details	Address: 1125 West Pleasant View Dr., Ogden, UT 98277								
<ul> <li>Create New Request</li> <li>Search for a Request</li> </ul>	Instructions								
	Complaint to be Received								
	Activity Status (new activity status co Received	de ) •							
	Comments (enter details about this a	Comments (enter details about this activity)							
			A V						
	Update						_		
	Request Session Details								
	Description		Def	tails					
	Request Type	Complaint							

- The Edit Request Screen will appear.
- 5. Select the Complaint-Received Letter hyperlink in the Letters and Attached Documents field.

Monday, August 8, 2005								= <u>Pat</u>	ient Search
	Patient	V User	$\sim$	Admin		Requests	V Reque	ester \	
Current Request: Complaint	Edit Reques	t							
	<b>Request Activity</b>	History							
Summary History Documents Complaint Details	Activity Reques Instance ID Session		r ID	Source	Patient Id	Requester Id	User	Status	Creation Date
	<u>756</u> 537	Complaint Inves	tigation		Smith, Betty		Leah Wilson	Action Pending	08/08/2005
	755 537	Complaint to be	Received		Smith, Betty		Leah Wilson	Received	08/08/2005
Create New Request									
Search for a Request	Request Session	Details E	dit						
	Desc	ription				Deta	ils		
	Request Type		Complaint						
	Details of the Requ	Details of the Request The medical record contained information belonging to another beneficiary. Betsy Smith's information was in Betty Smith's record. Betty Smith is concerned that her information could also be misplaced.							
	ComplaintID		200						
	File1		Complaint	form.doc					
	FileTitle1	FileTitle1 Complaint Form							
	Į.								
	Letters and Atta	ched Documents	Atta	ich 🔵	)				
	ID	Date					Title		
	753 08/08	/2005	9	Complaint	- Received L	.etter			
	752 08/08	/2005	(	Complaint	Form				

• The Complaint Received Letter is generated.



#### To Update the Complaint:

- 1. Select the User Tab.
- 2. Select the Edit hyperlink.

)5	Patient	V	Jser 🗸 Admi	n V	Requests	3 \/ R	equester \	Patient Search	Logo
Use	er Workl	ist							
Use	r Worklist								
	Activity Instance ID	Request Session ID	Activity ID	Source	Patient	Requester	Status	Creation Date	
edit	756	537	Complaint Investigation		Smith, Betty		Action Pending	08/08/2005	
	Use	User Workling User Worklist Activity Instance ID	User Worklist User Worklist Activity Request Instance ID Session ID	User Worklist User Worklist Activity Request Instance ID Session ID Activity ID	User Worklist User Worklist Activity Request Instance ID Session ID Activity ID Source	User Worklist User Worklist Activity Request Instance ID Session ID Activity ID Source Patient	User Worklist User Worklist Activity Request Instance ID Session ID Activity ID Source Patient Requester	User Worklist User Worklist Activity Request Instance ID Session ID Activity ID Source Patient Requester Status	User Worklist User Worklist Activity Request Activity ID Source Patient Requester Status Creation Date

- 3. Select Completed from the Activity Status drop-down box.
- 4. Click on the Update button.

Monday, August 8, 2005						Patient Search	<u>Loqo</u>	
	Patient / User	Admin V	Requests		Requester			
Current Request: Complaint	Edit Activity Details							
	Patient							
Summary	Name: Betty Smith							
History Documents	SSN #: 222222222							
Complaint Details	Birth Date: 07-03-1975							
	Address: 1125 West Pleasant View I	Dr., Ogden, UT 98277						
Create New Request	Instructions							
Search for a Request	Complaint Investigation							
	Activity Status (new activity status co Completed	ode.						
	Comments (enter details about this to	activity)	×					
	Request Session Details		De	tails				
	Request Type	Complaint	50				1.	
	Details of the Request	The medical record contained information was in Betty Smith also be misplaced.					-	

- The Complaint Details Screen will appear.
- 5. Complete the Complaint Details: type, date and description.
- 6. Click on the Update button.

Substantiated  Substantiated  Uutcome Date (the date of the complaint outcome in MM/DD/YYYY format)  08/08/2005  Doutcome Description (the description of the complaint outcome - limited to 1020 characters)  The complaint was found to be validated. Information was misfiled by the personnel and medical  records department. They have been retrained on HIPAA and counseled. Policies were reviewed	contained information belonging to another beneficiary. Betsy Smith's Setty Smith's record. Betty Smith is concerned that her information could also
Outcome Type (the type of outcome after complaint investigation)         Substantiated         Outcome Date (the date of the complaint outcome in MM/DD/YYYY format)         08/08/2005         Outcome Description (the description of the complaint outcome - limited to 1020 characters)         The complaint was found to be validated. Information was misfiled by the personnel and medical records department. They have been retrained on HIPAA and counseled. Policies were reviewed and strengthened.	
records department. They have been retrained on HIPAA and counseled. Policies were reviewed	date of the complaint outcome in MM/DD/YYYY format)
×	

7. Select Completed from the Activity Status drop-down box.

Last Edited: 3/3/2011

8. Click on the Update button.

Monday, August 8, 2005						Patient Search	Logoff	
	/ Patient \/ User	Admin V	Requests	V Request	er			
Current Request: Complaint	Edit Activity Details							
	Patient							
Summary	Name: Betty Smith							
History	SSN #: 222222222							
Documents	Birth Date: 07-03-1975							
Complaint Details	Address: 1125 West Pleasant View Dr., Ogden, UT 98277							
Create New Request	Instructions							
Search for a Request								
	Activity Status (new activity status co	ode )						
	Completed	-						
_	Comments (enter details about this a	activity)						
			<u>A</u>					
			*					
	Update							
	Request Session Details							
	Description		De	tails				
	Request Type	Complaint						

• The Edit Request Screen will appear.

9. Select the Substantiated Complaint Letter hyperlink.

Monday, August 8, 2005									= <u>Pa</u>	atient Search	Log
	/ Patie	nt V	User	V	Admin	V Re	quests 🗸	Requeste	er 🔪		
Current Request: Complaint	Edit Re	quest									
	Request A	ctivity Histo	ory								
Summary History Documents Complaint Details	Activity Instance ID	Request Session ID	Activ	ity ID	Source	Patient Id	Requester Id	User	Status	Creation Date	•
	<u>756</u>	537	Complaint Inve	estigation		Smith, Betty		Leah Wilson	Completed	08/08/2005	
	755	537	Complaint to b	e Received		Smith, Betty		Leah Wilson	Received	08/08/2005	
<ul> <li>Create New Request</li> <li>Search for a Request</li> </ul>	Request S	ession Det		idit )							
	Description Details								4		
	Request Ty	pe		Complaint							_
	Details of th	e Request			was in Be		nation belongin cord. Betty Smit				
	ComplaintID 200								-		
	File1 Complaint form.doc										-
	FileTitle1			Complaint F	orm						-
								_			
	Letters an	d Attached	Documents	Attac	h)						
	ID		Date				Title	)			
	754	08/08/2005		Subst	antiated C	omplaint Letter	<u>r</u>				_
	753	08/08/2005		Comp	aint - Rec	eived Letter					
	752	08/08/2005		Comp	laint Form						

• The Substantiated Complaint Letter is generated.

_	
ers Bookmarks	Falls Church, VA 20110
La)	08 Aug 05
Pages	Betty Smith 1125 West Pleasant View Dr. Ogden, UT 98277
	Dear Betty Smith,
	The investigation of your Health Information Privacy Complaint, regarding Request for copy of medical record, is now complete.
	The allegations within your complaint are substantiated. As a result of your complaint, the following actions will take place:
	The complaint was found to be validated. Information was misfiled by the personnel and medical records department. They have been retrained on HIPAA and counseled. Policies were reviewed and strengthened.
	If you have any questions, please contact Primary Training Organization, Skyline Pl., Falls Church, VA 20110, .

• The Complaint Activity will no longer appear in the User Worklist.

Monday, August 8, 2005								Patient Search	Logoff
	/ Patient /	User	V Admin		Requests	s 🗸 Req	uester		
Current User: Wilson, Leah Primary Training	User Worklist								
Organization	User Worklist								
My Profile My Requests My Worklist	Activity Instance ID	Request Session ID	Activity ID	Source	Patient	Requester	Status	Creation Date	
	There are no activities	on your worklist							
Switch organizations									

#### 5.3.10 Record a Disclosure Restriction

As a Privacy Specialist you are able to enter a Restriction of Disclosure or terminate a Restriction of Disclosure. Restriction of Disclosures allows members to restrict uses and disclosure of their PHI.

When selecting the Disclosure Type if you determine that you need a new type of disclosure, contact the PHIMT help desk.

<u>NOTE</u>: Ensure that you enter specific details of what information is being restricted. It is important to be specific in this entry because it will provide other staff members with the details about the individual and organization, and about the restrictions on the disclosure.

To record a disclosure restriction:

- 1. Search for and select a patient record.
- 2. Select the Disclosure Restrictions hyperlink.

Sunday, January 30, 2005	5 Patient Search	Logoft
	/ Patient \/ User \/ Admin \/ Requests \/ Requester \	
Current Patient: Kramer, Peter 08/11/1970	Summary	
FMP-SSSN:30- 211128767	Summary Item Filters Display	
Summary	All Disclosures Suspensions Restrictions Reports Letters Authorizations Complaints	
Requests Record Disclosure Accounting Suspensions Disclosure Restrictions		
Authorization Patient Profile	Copyright (3) New Governance, Inc. 2000-2004, ALL RIGHTS RESERVED Version: 2.24	
Patient Search		

3. Click on the New button in the Disclosures Restrictions box.

Sunday, January 30, 2005	;										Patient Search	Logo
		Patient	$\sim$	User		Admin		Requests	$\sim$	Requester		
Current Patient: Kramer, Peter 08/11/1970	Disc	closure	Restri	ctions								
FMP-SSSN:30- 211128767	Discl	osures Re	striction	s 🦳	New	)						
	ID	Туре	S	tart Date		End Date		Outcome		Destination	Details	
Summary Record Disclosure Accounting Suspensions Disclosure Restrictions Authorization Patient Profile <u>Patient Search</u>				c	Copyright @	New Governar	nce, Inc. 20 Version:	00-2004, ALL RIC 2.24	HTS RE	ESERVED		

- 4. Enter the Disclosure Restriction details: disclosure type, start and end date, restriction destination (to whom information is being restricted) and details.
- 5. Select Approved or Denied from the Outcome drop-down box.
- 6. Click on the Save button.

Sunday, January 30, 2005	= Patient Search = L	<u>Lodo</u>
	/ Patient / User / Admin / Requests / Requester \	
Current Patient: Kramer, Peter 08/11/1970	Disclosure Restriction	
FMP-SSSN:30- 211128767	* Disclosure Type (the type of disclosure to restrict)	
	Medical Facility Patient Directories	
Summary Requests Record Disclosure Accounting Suspensions Disclosure Restrictions Authorization	Start Date (The start date from which US TMA will not share this information with identified party; in MM/DD/YYYY format)      1/26/2005      End Date (The OPTIONAL end date at which time US TMA will begin to share this information again; in MM/DD/YYYY format)      End Date (The OPTIONAL end date at which time US TMA will begin to share this information again; in MM/DD/YYYY format)	
Patient Profile	* Restriction Destination (to whom information is being restricted?)	
Patient Search	spouse	
	Details of Restriction (what information is being restricted?) all medical records	
	Outcome (indicate whether request was approved or denied) Approved	
	Save	

• The Patient Disclosure Restriction screen re-appears with your information. The Save button has changed to an Update button.

Once you have approved or denied the disclosure restriction you have the ability to generate an approval or denial letter. The letter will be pre-populated with the information that you entered for that particular restriction.

To print the Approval or Denial Letter:

1. Select the title of the letter in the Letters box on the Patient Disclosure Restriction screen.

Sunday, January 30, 2005	Patient Search	Logot
	/ Patient // User // Admin // Requests // Requester /	
Current Patient: Kramer, Peter 08/11/1970 FMP-SSSN:30- 211128767	* Disclosure Type (the type of disclosure to restrict) Medical Facility Patient Directories	
Summary Requests Record Disclosure Accounting Suspensions Disclosure Restrictions Authorization Patient Profile = Patient Search		
	Letters (Click on the link to view and print the document)	
	D Title	
	401 Disclosure Restriction - Approval Letter	

• The Approval/Denial letter is generated.



# 5.3.11 Generate Authorizations

Privacy Specialist can record an Authorization by the patient when there is an exchange of PHI that occurs outside of the treatment, payment, or healthcare options.

- Select Type of authorization. <u>NOTE</u>: Based on the Type selected, the following fields are populated; however, that data can be changed.
- Enter PHI to be released as it was entered on the authorization form. <u>NOTE</u>: The greater the detail that is provided by the patient, the easier it will be to respond to the request at the time of disclosure.

<u>NOTE</u>: Enter either the Authorization Expiration or an Action Completed date; not both. If there is no expiration date, then enter text in the Action Completed field (ex. Authorization to remain in effect until revoked.)

<u>NOTE</u>: Once the authorization has been manually signed you can go back into the particular authorization and select the Signed checkbox and enter the date of the signature using MM/DD/YYYY format or the calendar icon to select a date.

To generate an authorization:

- 1. Select the Patient Tab.
- 2. Search for and select the patient record.

Last Edited: 3/3/2011

3. Select the Authorization hyperlink.

Sunday, January 30, 2005	Enter	nt Search = Logof
	/ Patient / User / Admin / Requests / Requester	
Current Patient: Smith, Joe J	Summary	
07/05/1968 FMP-SSSN:20-	An alternate address exists for this patient.	
121131414	Summary Item Filters Display	
Summary Requests	All Disclosures Dispensions Restrictions Reports Letters Authorizations	Complaints
Record Disclosure Accounting Suspensions		
Picture Pestrictions Authorization		
Patient Fronte	Copyright © New Governance, Inc. 2000-2004, ALL RIGHTS RESERVED √ersion: 2.24	
Patient Search		

- 4. Select the Authorization Type from the drop-down box.
- 5. Enter the Authorization Details: reason for request, releasing organization, and recipient.

Sunday, January 30, 2005	5 Patient Search Lo
	/ Patient // User // Admin // Requests // Requester \
Current Patient: Smith, Joe J 07/05/1968 FMP-SSSN:20-	Authorization
121131414	Type (the type of authorization to create)
	Standard Authorization
Summary Requests Record Disclosure	Protected Health Information to be Released (the part of the medical record to be released, such as "complete medical record", "pathology report", etc.)
Accounting Suspensions Disclosure Restrictions	entire medical record
Authorization Patient Profile	Reason for Request/Use of Medical Information (a description of each purpose of the requested use or disclosure)
Patient Search	Continued Medical Care
	🗖 Legal
	Personal Use
	Retirement/Separation
	School
	Other:
	patient authorizes his brother to have a copy of entire medical record.
	Releasing Organization (Organization that released the authorization)
	USADC-Hospital
	Recipient (the name, complete mailing address, phone and fax of the individual or class of individuals to receive the PHI)
	1100 Main Street

- 6. Scroll down the screen and enter: authorization start and expiration date, treatment type, and treatment start and end date.
- 7. Place a check in the Generate Authorization checkbox.
- 8. Click on the Save button.

Authorization Start Date (the effective date of the authorization in MWDD/YYYY format)
06/08/2004
Authorization Expiration (the expiration date of the authorization in MWDD/YYYY format, an Action Completed may be used instead of a date)
06/08/2005
Action Completed (the expiration event for the authorization, such as "Upon completion of the investigation", an Authorization Expiration may be used instead of an action if known)
Treatment Type (the type of Treatment)
Outpatient and Inpatient
Treatment Start Date (the treatment or service start date in MWDD/YYYY format)
03/01/2004
Treatment End Date (the treatment or service end date in MWDD/YYYY format)
Generate Authorization (generate Authorization for Disclosure form for printing purposes)
Save

• The Signed Status and Revoked Status boxes on this screen indicate if the DD Form 2870 is signed or revoked.

Signed S	itatus
Signea (	enconed if the authorization is signed)
Signed D	ate (the date that the authorization is signed in MWDD/YYYY format)
01/30/20	05
Signed B	y Person (the individual who signed the authorization)
Joe J Sm	ith 💌
Revoked	I Status
Revolution	-conecked if the authorization is revoked)
Revoked	Date (the date that the authorization was revoked in MWDD/YYYY format)
01/30/20	05
Revoked	By Person (the individual who revoked the authorization)
	ith 🔽

- A note appears at the top of the screen indicating the authorization is saved and that only the "Signed" or "Revoked" status fields may be changed at this point.
- 9. Select the Summary hyperlink.

Sunday, January 30, 2005	Patient Search = L	Logof
	/ Patient / User / Admin / Requests / Requester /	
Current Patient: Smith, Joe J 07/05/1968	Authorization	_
FMP-SSSN:20- 121131414	This authorization has been saved. Only the 'signed' and/or 'revoked' status fields (at the bottom of the page) can be updated.	
Summary Record Disclosure Accounting Suspensions Disclosure Restrictions Authorization Patient Profile	Authorization Document (the physical authorization document generated by the application)         Standard Authorization (Document ID #402)         Type (the type of authorization to create)         Standard Authorization         Protected Health Information to be Released (the part of the medical record to be released, such as "complete medical record", "pathology report", etc.)	
	entire medical record	
	Reason for Request/Use of Medical Information (a description of each purpose of the requested use or disclosure) Continued Medical Care	

10. Place a check in the Authorizations checkbox.

11. Click on the Display button.

Sunday, January 30, 2005	s Patient Search Logof
	Patient Ver Admin Requests Requester
Current Patient:	Summary
Smith, Joe J 07/05/1968 FMP-SSSN:20-	An alternate address exists for this patient.
121131414	
	Summary Item Filters Display
Summary Requests	All Disclosures Suspensions Restrictions Reports Letters Authorizations Complaints
Record Disclosure Accounting Suspensions	
Disclosure Restrictions	
Authorization Patient Profile	Copyright @ New Governance, Inc. 2000-2004, ALL RIGHTS RESERVED
1 allone 110 nic	Copyright & New Governance, inc. 2007-2004, ALL RIGHTS RESERVED Version: 2.24
Patient Search	

• The new authorization will appear on the Summary screen.

To generate the DD Form 2870 (Adobe Acrobat format):

1. Select the Authorization title hyperlink.

Sunday, January 30, 2005				Patien	<u>t Search</u> = <u>L</u>
	/ Patient \/ Us	er 🗸 Admin 🗸 Requests 🗸	Requester		
Current Patient:	Summary				
Smith, Joe J )7/05/1968 *MP-SSSN:20-  21131414	An alternate address exists for th	is patient.			
121131414	Summary Item Filters	Display			
Summary Requests	All Disclosures Disc	Suspensions 🗖 Restrictions 🗖 Reports 🗖 Letters	🔽 Authoriz	ations 🗖 🤇	Complaints
Record Disclosure Accounting Suspensions Disclosure Restrictions	Authorizations (Revoked auth	orizations are highlighted in red)			
Authorization	ID THE	Description	Signed	Expiration	Revoked
Patient Profile	40 Standard Authorization	For disclosures of 'entire medical record' to '1100 Main Street Woodbridge, VA 22321'		02/03/2006	
	124 Standard Authorization	For disclosures of 'medical record' to 'Jenny Smith 152 Brook Land Charleston SC 29404'	07/20/2004	07/27/2005 (	07/20/2004

2. You may print the form and request the patient's signature.

200 200	<i>⊴</i>  ⊓ ]€,- '	b⊳-∣e To+®	₩ & D + D         + + > >     + >   ⊖   50% - ⊙   = - 2 - ∠ -   ⊕ -						
Bookmarks									
Ľ			AUTHORIZATION FOR DISCLOSURE OF	MEDICAL OR DENTAL INFOR	RMATION				
Thumbneils			The purpose of this form is to provide the MTF/DTF/TRICARE Health Plan with a means to request the use and/or disclosure of an individual's protected health information. Guidelines regarding use of this form are contained in DOD Regulation 6025 19 R.						
5			This form will not be used for authorization to disclose alcohol or drug abuse patient information from medical records or for authorization to disclose information from records of an alcohol or drug abuse treatment program. In addition, any use as an authorization to use or disclose psychotherapy notes may not be combined with another authorization except one to use or disclose psychotherapy notes. Privacy Act of 174 apples						
Signatures			PATIENT DATA						
Ľ			Name (Last, First, MI) Smith, Joe, J	Date of Birth 07-05-1968	Patient SSN 121131414				
			Period of Treatment 01-11-2005- 01-11-2005	Type of Treatment: Outpatient					
			DISCLOSURE						
			I authorize <u>USADC-Hospital</u> (Name of MTF/DTF) to release my patient information to recipient: 1100 Main Street Woodbridge, VA 22321	Reason for Request/Use of Medical Infor Personal Use, patient authorizes his brot record.					
			Information to be Released: entire medical record						

# 5.3.12 Sign an Authorization

Once an authorization has been entered, it needs to be signed by the patient for validation. After the authorization is signed by the patient, a user has the ability to document the signature within the PHIMT.

To sign an authorization:

1. Select the authorization ID hyperlink to return to the detailed authorization record.

Sunday, January 30, 2005		Patient Search	Log
	Patient V User V Admin V Re	equests 🗸 Requester 🔪	
Current Patient: Smith, Joe J	Summary		
07/05/1968 FMP-SSSN:20-	An alternate address exists for this patient.		]
121131414	Summary Item Filters Display		]
Summary Requests Record Disclosure	T All Disclosures Suspensions Restrictions Repo	orts 🗆 Letters 🔽 Authorizations 🗖 Complaints	
Accounting Suspensions Disclosure Restrictions	Authorizations (Revoked authorizations are highlighted in red)		]
Authorization	ID Title Description	Signed Expiration Revoked	
Patient Profile = <u>Patient Search</u>	402 <u>Standard Authorization</u> Street Woodbridge, VA 22321'	d' to '1100 Main 02/03/2006	
	124         Standard Authorization         For disclosures of 'medical record' to 'Je           Brook Land Charleston SC 29404'	enny Smith 152 07/20/2004 07/27/2005 07/20/2004	
			1

- 2. Scroll to the bottom of the page to the Signed Status box.
- 3. Place a check in the Signed Status checkbox.
- 4. Select the date and the authorizing person's identity from the drop-down box.
- 5. Click on the Update button.

Signed (chec	ed if the authorization is signed)	
Signed Date	he date that the authorization is signed in MM/DD/YYYY format)	
01/30/2005		
Signed By Pe	son (the individual who signed the authorization)	
Joe J Smith	•	
Revoked Sta		
	<b>is</b> cked if the authorization is revoked)	
Revoked (ch		
Revoked (ch		
Revoked (ch Revoked Dat 01/30/2005		

- 6. Select the Summary hyperlink.
- 7. Place a check in the Authorizations checkbox.
- 8. Click on the Display button.

Sunday, January 30, 2005	Patient Search Log
	∕ Patient ∖∕ User ∖∕ Admin ∖∕ Requests ∖⁄ Requester ∖
Current Patient: Smith, Joe J	Summary
07/05/1968 FMP-SSSN:20- 121131414	An alternate address exists for this patient.
-	Summary Item Filters Display
Summary	T All T Disclosures T Suspensions T Restrictions T Reports T Letters 7 Authorizations C Complaints
Record Disclosure Accounting Suspensions Disclosure Restrictions Authorization	
Patient Profile = <u>Patient Search</u>	Copyright @ New Governance, Inc. 2000-2004, ALL RIGHTS RESERVED Version: 2.24

• You will now see that the authorization indicates that it has been signed.

Sunday, January 30, 2005	Patient Se	arch Logo
	/ Patient // User // Admin // Requests // Requester /	
Current Patient: Smith, Joe J	Summary	
07/05/1968 FMP-SSSN:20-	An alternate address exists for this patient.	
121131414	Summary Item Filters Display	
Summary Requests	T All Disclosures Suspensions Restrictions Reports Letters Authorizations Com	plaints
Record Disclosure Accounting Suspensions		
Disclosure Restrictions	Authorizations (Revoked authorizations are highlighted in red)	
Authorization	ID Title Description Signed Expiration Re-	voked
Patient Profile = <u>Patient Search</u>	402         Standard Authorization         For disclosures of 'entire medical record' to '1100 Main         01/30/2005         2/03/2006           Street Woodbridge, VA 22321'         XA         XA	
	124         Standard Authorization         For disclosures of 'medical record' to 'Jenny Smith 152         07/20/2004         07/27/2005         07/2           Brook Land Charleston SC 29404'         07/20/2004         07/27/2005         07/2	0/2004

#### 5.3.13 Revoke an Authorization

Previously generated authorizations may need to be revoked as a result of legal issues, new information, or for other reasons.

To revoke an authorization:

- 1. Select the Patient Tab.
- 2. Select the Authorization ID hyperlink.

Sunday, January 30, 2005											Pati	ent Search	Lo
	/ Pa	atient	$\sim$	User	$\sim$	Admin		Reque	sts 🗸	Requester			
Current Patient: Smith, Joe J 07/05/1968 FMP-SSSN:20- 121131414	Sumn An alterr	-	lress exists	for this	patient.								
Summary Requests Record Disclosure Accounting Suspensions		- Di	isclosures	Sue	·	Restric			Letters	Authoriz	zations Г	Complaints	*
Disclosure Restrictions Authorization	ID	12000113	Title	addioi	12000113	n e nigningi	Descrip	•		Signed	Expiration	Revoked	
Patient Profile	<u>402</u> <u>Sta</u>	ndard A	uthorization			ures of 'enti dbridge, VA		al record' to	'1100 Main	01/30/2005	02/03/2006	3	
	<u>124</u> Sta	ndard A	uthorization			ures of 'med d Charleston		ord' to 'Jenny 04'	Smith 152	07/20/2004	07/27/2005	5 07/20/200	4
Last Edited	1: 3/3/	201	1		1.1	1		1 .		1.	C		

Any data herein that may be construed as personal information is fictitious and intended for training and operational purposes only.

- 3. Scroll to the bottom of the screen to the Revoked Status box.
- 4. Place a check in the Revoked check box.
- 5. Select the date and the revoking person's identity in the drop-down box.
- 6. Click on the Update button.

Signed Status	
Signed (checked i	the authorization is signed)
~	
Signed Date (the a	ate that the authorization is signed in MWDD/YYYY format)
01/30/2005	
Signed By Persor	(the individual who signed the authorization)
Joe J Smith Revoked Status Revoked (checked	if the authorization is revoked)
, Revoked Status	If the authorization is revoked)
Revoked Status Revoked (checked	if the authorization is revoked) date that the authorization was revoked in MWDD/YYYY format)
Revoked Status Revoked (checked Revoked Date (the	
Revoked Status Revoked (checked Revoked Date (the O1/30/2005	date that the authorization was revoked in MWDD/YYYY format)

- 7. Select the Summary hyperlink to view the authorization.
- 8. Place a check in the Authorizations checkbox.
- 9. Click on the Display button.

Sunday, January 30, 2005	Patient Search	qoff
	/ Patient / User / Admin / Requests / Requester \	
Current Patient: Smith, Joe J	Summary	
07/05/1968 FMP-SSSN:20-	An alternate address exists for this patient.	
121131414	Summary Item Filters Display	
Summary Requests	All Disclosures Suppensions Restrictions Reports Letters Authorizations Complaints	
Record Disclosure Accounting Suspensions		
Disclosure Restrictions Authorization		
Patient Profile	Copyright @ New Governance, Inc. 2000-2004, ALL RIGHTS RESERVED Version: 2.24	
Patient Search		

• The revoked authorization is highlighted in red.

5			Patient	Search Loc
Patient V Use	er \/ Admin \/ Requests \/	Requester		
Summary				
An alternate address exists for th	is patient.			
Summary Item Filters	isplay)			
All Disclosures D S	Suspensions 🗆 Restrictions 🗖 Reports 🗖 Letters	🔽 Authoriz	ations 🗆 C	omplaints
Authorizations (Revoked auth	orizations are highlighted in red)			
ID Title	Description	Signed	Expiration	Revoked
402 Standard Authorization	For disclosures of 'entire medical record' to '1100 Main Street Woodbridge, VA 22321'	01/30/2005	02/03/2006 0	1/30/2005
124 Standard Authorization	For disclosures of 'medical record' to 'Jenny Smith 152 Brook Land Charleston SC 29404'	07/20/2004	07/27/2005 0	7/20/2004
	Patient Use Summary An atternate address exists for th Summary Item Filters C All Disclosures S Authorizations (Revoked auth D Title 402 Standard Authorization	Patient       User       Admin       Requests         Summary       An alternate address exists for this patient.       An alternate address exists for this patient.         Summary Item Filters       Display       All       Disclosures       Suspensions       Restrictions       Reports       Letters         Authorizations (Revoked authorizations are highlighted in red)       D       Title       Description         402       Standard Authorization       For disclosures of 'entire medical record' to '1100 Main Street Woodbridge, VA 22321'         124       Standard Authorization       For disclosures of 'medical record' to 'Jenny Smith 152	Patient       User       Admin       Requests       Requester         Summary       An alternate address exists for this patient.       Image: Constraint of the second sec	Patient       User       Admin       Requests       Requester         Summary       An alternate address exists for this patient.       Image: Summary tem Filters       Display         All       Disclosures       Suspensions       Restrictions       Reports       Letters       Authorizations       C         Authorizations (Revoked authorizations are highlighted in red)       ID       Title       Description       Signed       Expiration         402       Standard Authorization       For disclosures of 'entire medical record' to '1100 Main       01/30/2005       02/03/2006       0         124       Standard Authorization       For disclosures of 'medical record' to 'Jenny Smith 152       07/20/2004       07/27/2005       0

#### 5.3.14 Administrative Summary Reports

The PHIMT is capable of running several reports, which are called Administrative Summaries. Administrative Summaries provide a visual representation or snapshot view of your facilities disclosure activities.

The Administrative Summary Reports are performed by Privacy Specialists.

To create an Administrative Summary Report:

- 1. Select the Admin Tab.
- 2. Select the Administrative Summary hyperlink.

Sunday, January 30, 2005		Patient Search	Logoff
	/ Patient / User / Admin / Requests / Requester /		
<b>Current Admin:</b> Wilson, James US TMA	Administrative Summary		
Administrative Summary Administrative Statistics Organizations Queue Users Disclosure Imports	Origin Organizations Select		
Disclosure Imports History	Copyright ☺ New Governance, Inc. 2000-2004, ALL RIGHTS RESERVED Version: 2.24		

3. Select your Organization from the drop-down box.

Last Edited: 3/3/2011

Sunday, January 30, 2005			Patient Search	<u>Loqoff</u>
/	Patient 🗸	User 🗸 Admin 🗸 Requests 🗸 Requester 🔪		
Current Admin: Wilson, James US TMA	Administrative \$	Summary		
Administrative Summary Administrative Statistics Organizations Queue Users Disclosure Imports Disclosure Imports History	Origin Organizations	Select  Select All  10th MED GROUP-USAF ACADEMY CO 10th Med GROUP- PETERSON AFB 11TH MED GRP-BOLLING 11th Ving 121ST GEN HOSP SEOUL 12th MED GRP-ANDOLPH 14th MED GRP-ANDOLPH 14th MED GRP-HURLBURT FIELD		

• The Administrative Summary reports will display.

Request Metrics			
Total Disclosure Requests	244	Total Pending Disclosure Requests	90
Total Complaint Requests	156	Total Pending Complaint Requests	40
Total Accounting Requests	193	Total Pending Accounting Requests	128
Total PHI Access with Disclosure Requests	0	Total Pending PHI Access with Disclosure Requests	0
Total PHI Access Requests	0	Total Pending PHI Access Requests	0
Disclosure Metrics (Including Disclosure R	equests)		
Total Disclosures	538	Total Pending Disclosures	164
Total Multiple Disclosures	2		
Total Single Disclosures	536		



# 6.0 REGULAR USER FUNCTIONALITY

The following information will provide you with step-by-step instructions for recording requests and routing them to your Privacy Specialist for approval.

Your role as Regular User requires you to perform various PHIMT activities. The steps for performing these activities will be presented here and include the following:

- Record Disclosure Requests
- Record an Accounting of Disclosure Request
- Record Simple Disclosure Requests

# 6.1 USER TAB ACTIVITIES

The User tab provides you with various hyperlinks that allow you to perform "desk duties" such as accessing PHIMT User-related information, switching organizations, viewing past requests, and tracking tasks assigned to you. These hyperlinks include:

- My Profile
- My Requests
- My Worklist
- Switch organizations

NOTE: For more information about the above functionality, please refer to Section 6.1.

# 6.2 PATIENT TAB ACTIVITIES

The Patient tab contains hyperlinks that allow you to perform patient-specific activities. These hyperlinks include:

- Patient Profile
- Patient search

<u>NOTE</u>: For more information about the above functionality, please refer to Section 6.2.

# 6.3 REQUESTS TAB ACTIVITIES

The Requests tab allows you to access information about the activities requested by an individual or an organization. Requests tab activities include:

- Record Disclosure Requests
- Record an Accounting of Disclosure Request

• Record Simple Disclosure Requests

# 6.3.1 Record a Disclosure Request

<u>NOTE</u>: The Record Disclosure hyperlink allows you to record or document the release of PHI. This activity consists of five disclosure phases: patient selection, requester selection, detailed request, disclosure details, and request action.

Disclosure requests allow you to forward it to a Privacy Specialist for approval or denial. Disclosure status will be set to Pending because as a Regular User, you are not authorized to approve disclosures. Entering the requested action allows you to route the disclosure request to your own worklist for further research or route to a Privacy Specialist.

To record a request for disclosure:

- 1. Select the Requests Tab.
- 2. Click on the Disclosure radio button.
- 3. Click on the Next button.

	/ Patient // User / Requests / Requester \	
C <b>urrent Request:</b> None	Create New Request	
<ul> <li>Create New Request</li> <li>Search for a Request</li> </ul>	Select Request Type	
	Disclosure	
	O Disclosure Accounting	
	O Simple Disclosure Request	

- 4. Enter the patient search criteria. (You can search for a patient by the Sponsor's SSN, by the patient's name/state, SSN, EDIPN or System ID).
- 5. Click on the Search button.
| Monday, April 12, 2010   |   | = Patient Search = Logoff |
|--|---|---------------------------|
|  | Patient V User V Requests V Requester   |                           |
| Current Request:<br>Disclosure                                       | Select Patient Select Requester Request Details Disclosure Details Request Action |                           |
|  |   |                           |
| <ul> <li>Create New Request</li> <li>Search for a Request</li> </ul> | rauent oearch   |                           |
|  |   |                           |
|  | Sponsor SSN (in ### ## ##### format, enter '000-00-0000' if not known)            |                           |
|  | - OR -  |                           |
|  | by Name/State (Last) (First)  |                           |
|  | ,   |                           |
|  | (State) (Birth Date in MM/DD/YYYY format)   |                           |
|  | - OR -  |                           |
|  | SSN (in ###-##### format, enter '000-00-000' if not known)                        |                           |
|  | - OR -  |                           |
|  | EDIPN (DoD EDI Person Identifier)   |                           |
|  | - OR -  |                           |
|  | by System ID (the identifier created by this system for the person)               |                           |
| $\rightarrow$  | Search  |                           |

<u>NOTE</u>: If there were no results that matched your search criteria, you may select from two options: Adjust your search criteria and try again OR Create a new Patient record.

6. Select the correct patient by clicking on the name hyperlink.

Monday, April 12, 2010						Patient Search	Logo
	/ Patient / Use	r 🗸 Reque	sts 🗸 Req	uester			
Current Request: Disclosure	Select Patient Select Requ	ester Request Del	ails Disclosure I	Details Red	guest Action		
<ul> <li>Create New Request</li> <li>Search for a Request</li> </ul>	Patient Search Results	5					
	Search Results - Click on the n	ame to select a per	son				
		D SS	Sponsor SSN	Birth Date	Addr	ress	
	Dunlap, Chad	56 26367	3761	2003-09-04	6573 Leading Tree W 34568	Vay Fairfax, VI	
	Dunlap, Noelle Kristine	1189 18248	1847	2002-09-04	6308 Betsy Ross Ct	Fairfax, AL 09129	-
	Other options: Adjust your search criteria and try Create a new Patient record.	aqain.					
		Copyright @ New Gove	mance, Inc. 2000-200 Version: 2.50 build [ 0		RESERVED		

• The Requester Search screen will appear.

Current Request: Disclosure	Select Patient         Select Requester         Request Details         Disclosure Details         Request Action           ①         ②         ③         ④         ⑤
<ul> <li>Create New Request</li> <li>Search for a Request</li> </ul>	Requester Search Choose one of the following options:
Г	A. Select the Patient (the request is being made by the Patient themselves)           Dunlap, Chad         Select           Select         Select
	B. Select a Third-Party Organization (a third-party requester, such as a law enforcement agency or insurance company)     Law Offices of Joe Gibbs, 1411 Jefferson Davis, Arlington, VA 20220     Select
	C. Search for a Person (search for another person, or add a new one*) Name (Last) (First) An ** may be used as a wildcard.
	System ID (the identification number created by this system for the person) System ID (the identification number created by this system for the person) C Include Patient Records EDIPN (an external identifier for the person) Search
	D. Search for an Organization (search for another organization, or add a new one*) Name (All or part of the name of the organization, An ** may be used as a wildcard.)
	Interret (in the part of the target of the organization for the organization)  DNIS Code (the external identifier for the organization)  Search

- 7. Enter the data into the information fields to search by patient, third party organization, person, or organization. (Complete only one field).
- 8. Click Select or Search (for that field). Example: If the request is being made by the patient themselves, click on the Search button next to the patient's name.
- 9. Confirm Requester and Recipient Details. Verify and/or enter the data into the information fields.
- 10. Click on the Next button.

Tuesday, January 25, 2005	5		Patient Search	<u>Loqoff</u>
	/ Patient	User / Requests / Requester \		
Current Request: Disclosure	Select Patie	Select Requester         Request Details         Disclosure Details         Request Action           (2)         (3)         (4)         (5)		
<ul> <li>Create New Request</li> <li>Search for a Request</li> </ul>	Confirm F	equester and Recipient Details		
	Patient:	Peter Kramer		
	Date of Birth:	1970-08-11		
	SSN:	234125689		
	Address:	211 River Rd., Alexandria, VA 22454		
	Requester:	Peter Kramer <u>change</u>		
	Address:	211 River Rd., Alexandria, VA 22454 💌 Add New		
	Recipient:	Same as requester set a different recipient		
	Back	Next		
Last Edited	d: 3/3/20	1 Any data herein that may be construed as person	al information is	

fictitious and intended for training and operational purposes only.

11. Enter the Request Details: details of the request, identity verification, and authority verification.

NOTE: All required fields are marked with an asterisk.

Tuesday, January 25, 200	15	Patient Search	Logoff
	/ Patient / User / Requests / Requester \		
Current Request: Disclosure	Select Patient         Select Requester         Request Details         Disclosure Details         Request Action           ①         ②         ③         ④         ⑤		
<ul> <li>Create New Request</li> <li>Search for a Request</li> </ul>	Request Details		
	Details of the Request (requester's comments, or instructions about this request)		
	A V		
	* Requester Identity Verified (was the requester's identity verified?)		
	Patient Identifier		
	Description of Requester Identity Verification (if the requester's identity was verified, how was it verified?)	)	
	license		
	* Requester Authority Verified (was the requester's authority to access information verified?)		
	Patient is Requester		
	Description of Requester Authority Verification (if the requester's authority was verified, how was it verified	ed?)	
	Patient is requester		
	Information Start Date (the start date for the information in MM/DD/YYYY format)		

- 12. Scroll down the screen and enter: Information start and end date, request format, and request classification.
- **13**. Click on the Next button.

Patient Identifier	
Description of Requester Identity Verification (if the requester's identity was ver	ified, how was it verified?)
license	
* Requester Authority Verified (was the requester's authority to access informatio	m verified?)
Patient is Requester	
Description of Requester Authority Verification (if the requester's authority was	verified, how was it verified?)
Patient is requester	
Information Start Date (the start date for the information in MM/DD/YYYY format)	1
01/25/2005	
Information End Date (the end date for the information in MWDD/YYYY format)	
02/25/2005	
Request Format (the format in which this request has been received)	
Received Request in Writing	
Request Classification (an optional classification for this request)	
Medical	

Last Edited: 3/3/2011

Any data herein that may be construed as personal information is fictitious and intended for training and operational purposes only.

14. Enter the Disclosure Details: Request date, disclosure type, origin organization and disclosure purpose.

<u>NOTE</u>: The Disclosure description will be automatically populated once a disclosure type is selected.

Monday, October 8, 2007						Patient Search	<u>Logoff</u>		
	/ Patient	V User	Requests	V Requeste	r				
Current Request: Disclosure	Select Patient	Select Requester	Request Details	Disclosure Details	Request Action				
	1	2	3	4	5				
Create New Request Search for a Request									
	Disclosure D	etails							
	Fields marked w	th an asterisk (*) are	e required.						
	* Request Date (t)	e disclosure request o	date in MM/DD/YYY	Y format)					
	10/08/2007	<b>•</b>							
	* Disclosure Type (the type of disclosure)								
	Inmates in Correctional Institutions or in Custody								
	Disclosure Description (a read-only description and example of the disclosure type selected above)								
	A correctional institution or a law enforcement official having lawful custody of an inmate or other individual PHI about such inmate or individual, if the correctional institution or such law enforcement official represents that such protected health information is necessary								
	Disclosure Date (	he disclosure date in	MM/DD/YYYY forma	at)					
	10/08/2007								
	Origin Organizatio	on (where the disclosu	re originated)						
	Primary Training O		•						
	* Diselecture Durn	ose (the purpose of th	o dicelecure)						
	Regulatory	use (une purpose of th	e uisciosure)						
					_				

15. Scroll down the screen and enter: PHI description and disclosure comments.

16. Click on the Next button.

ealth Information Description (the description of the Protected Health Information disclosed) te Health Record(s) tation Report(s) rge Summary and Physical Examination tory Test(s) we Report(s)
te Health Record(s) tation Report(s) rge Summary and Physical Examination tory Test(s) ve Report(s)
te Health Record(s) tation Report(s) rge Summary and Physical Examination tory Test(s) ve Report(s)
tation Report(s) rge Summary and Physical Examination tory Test(s) ve Report(s)
rge Summary and Physical Examination tory Test(s) ive Report(s)
and Physical Examination tory Test(s) ive Report(s)
tory Test(s) ve Report(s)
ve Report(s)
5 4 5
gy Report(s)
ss Notes
×
Comments (the INTERNAL comments for this disclosure - these do NOT show up in the Protected Health lisclosure report)
A

- 17. Enter the Request Action Details.
- 18. From the Action drop-down menu, select the appropriate routing option (Privacy Specialist).
- 19. Click on the Save button.

	Patient Ver Requests Requester
Current Request:	Select Patient Select Requester Request Details Disclosure Details Request Action
Disclosure	1 2 3 4 5
<ul> <li>Create New Request</li> <li>Search for a Request</li> </ul>	Request Action
	Patient
	Name: Peter Kramer
	SSN # 234125689
	Birth Date: 08-11-1970
	Address: 211 River Rd., Alexandria, VA 22454
	Requester/Recipient
	Name: Peter Kramer
	Address: 211 River Rd., Alexandria, VA 22454
	Details of the Request (requester's comments about the scope of this request)
	Approved Part (for partially approved requests, describe part of request that was approved)
	Y
	Denied Part (for partially denied requests, describe part of request that was denied)
	v
<b>r</b>	Action (action for this request)
	Route to Privacy Specialist
L	

• The Disclosure Request Summary will display.



#### 6.3.2 Update Patient Address

For a disclosure to be valid, a patient's address must be entered. The Regular User can update the patient's address in the middle of a disclosure request.

To update the patient's address:

- 1. Select the Request Tab.
- 2. Click the Disclosure radio button.
- 3. Click on the Next button.

Patient User Requests Requester		
reate New Request		
elect Request Type		
Disclosure		
O Disclosure Accounting		
O Simple Disclosure Request		
Next		
	Disclosure Disclosure Accounting Simple Disclosure Request	Disclosure Disclosure Accounting Simple Disclosure Request

- 4. Enter the patient search criteria. (You can search for a patient by the Sponsor's SSN, by the patient's name/state, SSN, EDIPN or System ID).
- 5. Click on the Search button.



- If the patient does not have an address entered in the tool, "Primary Address not selected" will be listed next to the patient's name.
- 6. Select the patient.

rent Patient:	Patient Search Results	i				
ient Profile	Search Results - Click on the n	ame to sele	ct a perso	m		
	Name	ID	SSN	Sponsor SSN	Birth Date	Address
atient Search	Smith. Joe					
	Other options:					
	Adjust your search criteria and try	again.				
	Create a new Patient record.					
		Copyright © N		ince, Inc. 2000-2007 rsion: 2.50 build [ 09	7, ALL RIGHTS RESER	VED

- 7. Enter the patient's address.
- 8. Click on the Save button.

Monday, January 24, 2005		Patient Search	Logoff
	/ Patient / User / Requests / Requester		
Current Request:	Select Patient Select Requester Request Details Disclosure Details Request Action		
Disclosure	(1) (2) (3) (4) (5)		
<ul> <li>Create New Request</li> <li>Search for a Request</li> </ul>	Address Details		
Search for a Request			
	Error(s) have occurred: <ul> <li>Patient's primary address is missing. You must enter an address to continue.</li> </ul>		
			_
	Address Format (APO and FPO address should use USA format)		
	USA 💿 International 🔿		
	* Address Line 1 (the primary address line)		
	1234 Main Street		
	Address Line 2 (normally a suite or apartment)		
	* City (city name, or APO or FPO)		
	Alexandria		
	* State (two character state identifier: IL, MN, CO, etc., or AA,AE,AP for APO/FPO)		
	VA VA		
	* Postal Code (USA: ##### ####)		
	22302 _		
	Comments (general comments about or for the address)		
	×		
	Save		

• After saving the address, you can continue with the Disclosure Request where you left off.

Monday, January 24, 200	5					Patient Search
	/ Patient	V User	Requests	\/ Requeste	r	
urrent Request:	Select Patient	Select Requester	r Request Details	Disclosure Details	Request Action	
Disclosure	1	2	3	4	5	
Create New Request	De mus stan 6	<b>N</b>				
Search for a Request	Requester S	search				
	Choose one of t	he following option:	s:			
	6 Colort the Dat	tient (the request is b	boing made by the Oat	(ant them ead read)		
	A. Select the Pat	uent (the request is b	being made by the Pat	en (nemselves)		_
	Jordan, Jeffrey				( Select	
	Jordan, Jeffrey				(Select	
		I-Party Organization	(a third-party request	er, such as a law em	Select	urance company)
	B. Select a Third	I-Party Organization Joe Gibbs, 1411 Jeffe				urance company)
	B. Select a Third				forcement agency or insi	urance company)
	B. Select a Third Law Offices of		erson Davis, Arlington,	VA 20220	forcement agency or insi	urance company)
	B. Select a Third Law Offices of C. Search for a P	Joe Gibbs, 1411 Jeffe Person (search for an	erson Davis, Arlington, nother person, or add	VA 20220 •	forcement agency or insu	urance company)
	B. Select a Third Law Offices of	Joe Gibbs, 1411 Jeffe Person (search for an	erson Davis, Arlington, nother person, or add	VA 20220	forcement agency or insu	urance company)
	B. Select a Third Law Offices of C. Search for a P Name (La	Joe Gibbs, 1411 Jeffe Person (search for an rst)	nother person, or add (First) An *	VA 20220 a new one*) may be used as a w	forcement agency or insu	uxance company)
	B. Select a Third Law Offices of C. Search for a P Name (La	Joe Gibbs, 1411 Jeffe Person (search for an	nother person, or add (First) An *	VA 20220 a new one*) may be used as a w	forcement agency or insu	
	B. Select a Third Law Offices of C. Search for a P Name (La	Joe Gibbs, 1411 Jeffe Person (search for an rst)	nother person, or add (First) An *	VA 20220 a new one*) may be used as a w	forcement agency or insi Select vildcard.	ient Records
	B. Select a Third Law Offices of C. Search for a P Name (La System ID (the	Joe Gibbs, 1411 Jeffe Person (search for an rst)	rson Davis, Arlington, nother person, or add (First) An " , created by this syste.	VA 20220 a new one*) may be used as a w	forcement agency or insi Select vildcard.	

• The Request Summary for that person will be displayed.

#### 6.3.3 Record a Simple Disclosure Request

A Simple Disclosure Request provides the ability for Multiple Disclosure Accounting. A covered entity may account for multiple disclosures with a single entry if the MTF has made multiple disclosures of PHI to the same person or entity for a single purpose. Some examples include: a series of disclosures that occur on a periodic basis such as monthly medical readiness status, dental class reports, or pre-deployment preparation reports to a commander or the commander's designee(s). Multiple disclosure is primarily used when the same disclosure occurs in a specific time period. This will allow for better tracking of multiple disclosures and Users will not have to create separate single disclosures.

- 1. Click on the Requests Tab.
- 2. Click on the Simple Disclosure Request radio button.
- 3. Click the Next button.

Monday, May 14, 2007	Patient Search      L	.oqoff
	Patient User Requests Requester	
Current Request: None	Create New Request	
Create New Request	Select Request Type	
Search for a Request	C Disclosure	
	C Disclosure Accounting	
	C Simple Disclosure Request	
$\rightarrow$	Next	
	Any data herein that may be construed as personal information is	
	fictitious and intended for training and operational purposes only	•

- 4. Enter the patient search criteria. (You can search for a patient by the Sponsor's SSN, by the patient's name/state, SSN, EDIPN or System ID).
- 5. Click on the Search button.

Monday, April 12, 2010						Patient Search	Logoff
	Patient	User	Requests	Requester			
Current Request: Disclosure	Select Patient	Select Requester	Request Details	Disclosure Details	Request Action		
Disclosure	1	2	3	4	5		
<ul> <li>Create New Request</li> <li>Search for a Request</li> </ul>	Patient Searc	h					
	Sponsor SSN (in ##	####### format, enter	'000-00-0000' if i	not known)			
	- OR -						
	by Name/State	(Last)	(First)	-			
	(State) (Birth D	ate in MM/DD/YYYY form	nat)				
	- OR -						
	SSN (in ### ## ####	format, enter '000-00-0	000' if not known)				
	- OR -						
	EDIPN (DoD EDI Pe	rson Identifier)					
	- OR -						
	by System ID (the i	dentifier created by this	system for the pe	erson)			
$\rightarrow$	(Search)						

6. Select patient from the Patient Search Results screen.

Monday, April 12, 2010							Patient Search	Logoft
	/ Patient //	User V	Requests	\/ Req	Jester			
Current Request:	Select Patient Sele	ct Requester Req	uest Details	Disclosure D	etails Re	quest Action		
Disclosure	1	2	3	4		5		
<ul> <li>Create New Request</li> <li>Search for a Request</li> </ul>	Patient Search Re	esults						
	Search Results - Click o	on the name to sele	ct a person					
	Namo	D	SSN	Sponsor SSN	Birth Date	Add	Iress	
	Dunlap, Chad	756	263676761		2003-09-04	6573 Leading Tree 34568	Way Fairfax, VI	
1	Dunlap, Noelle Kristine	1189	182483847		2002-09-04	6308 Betsy Ross Cf	Fairfax, AL 09129	
	Other options: Adjust your search criteria Create a new Patient recorr							_

7. Click on the Multiple Disclosures for the same Purpose radio button. (The disclosure frequency was added to differentiate between single and multiple disclosures. It is defaulted to single).

<ul> <li>Create New Request</li> <li>Search for a Request</li> </ul>	Disclosure Details
	Fields marked with an asterisk (*) are required.
	* Patient (the Patient to whom the disclosure applies)
	Name: Dhel Test SSN #: 108693548 Birth Date: 10/28/1930 Address: Ahruntep1277 Vinton, VA 24179-1036
	* Disclosure Frequency (the frequency, periodicy, or number of disclosures made)
	⊙ Single Disclosure
	* Requester (the organization or person requesting the disclosure) Change
	Name:
	Address: Phone:
	Contact Person:

- The Disclosure Frequency fields will appear.
- 8. Select the occurrence, start date, and end date. (Users can select from the drop-down menu, which includes: weekly, monthly, or annually, or they have the option to put how many times the disclosure occurs in a specified time period.)
- 9. Click on the Change button.

<ul> <li>Create New Request</li> <li>Search for a Request</li> </ul>	Disclosure Details
	Fields marked with an asterisk (*) are required.
	* Patient (the Patient to whom the disclosure applies) Name: Dhel Test SSN #: 108693548 Birth Date: 10/28/1930 Address: Ahruntep1277 Vinton, VA 24179-1036
	* Disclosure Frequency (the frequency, periodicy, or number of disclosures made)     O Single Disclosure Multiple Disclosures for the same Purpose     Occurs once Weekly or or times from 05/14/2007     Definition to 06/14/2007
	* Requester (the organization or person requesting the disclosure) <u>Change</u> Name: Address: Phone: Contact Person:

10. Select the Requester: either a) select by the default patient or third party organization or b) enter the information into the data entry fields, to search by person or organization. Complete only one field.

Requester Search	
Choose one of the following options:	
A. Select the Patient (the request is being made by the Patient themselves) Test, Dhel	Select
B. Select a Third-Party Organization (a third-party requester, such as a law enforcement Law Offices of Joe Gibbs, 1411 Jefferson Davis, Arlington, VA 20220	t agency or insurance company)
C. Search for a Person (search for another person, or add a new one*) Name (Last) (First) An <sup>1te</sup> may be used as a wildcard.	
Smith , John	
System to (the identification number created by this system for the person)	Include Patient Records
FMP-SSN (an external identifier for the person)	Include Non-Patient Records Search
	Choose one of the following options:  A. Select the Patient (the request is being made by the Patient themselves) Test, Dhel  B. Select a Third-Party Organization (a third-party requester, such as a law enforcement Law Offices of Joe Gibbs, 1411 Jefferson Davis, Arlington, VA 20220 C. Search for a Person (search for another person, or add a new one*) Name (Last) (First) An ** may be used as a wildcard. Smith , John System ID (the identification number created by this system for the person)

11. Confirm the requester details. Click the Search button and/or Select the Requester.

Monday, April 12, 2010			Patient Search Low	goff			
Current Requester: Test, Ahebao	Requester Sea	user V	Requests A Requester				
Requester Summary	Search Results - Clie	ck on the name to sel	lect a requester				
Requester Requests Requester Profile	Name	ID	Address				
Requester Profile	Smith, John	253 1456 T	Terry Ln., Warston, MT 12554				
Requester Search	Smith, John	Smith, John 749 13450, Bob Wilson, San Diego, CA 92134					
	Smith, John 2	748 34800	, Suite 4, San Diego, CA 92134-9999				
I	Other options: Adjust your search crit Create a new requeste Create a new requeste	er as a person.					
		Copyright @	9 New Governance, Inc. 2000-2007, ALL RIGHTS RESERVED Version: 2.50 build [ 0939 ]				

12. Select the Requester Identity Verified and Disclosure Type from their respective dropdown menus.

<u>NOTE</u>: The Disclosure description will be automatically populated once a disclosure type is selected.

* Requester Identity Verified (was the requester's identity verified?)         Social Security Number         Description of Requester Identity Verification (required if requester identity verification was defined as 'other')         * Request Date (the disclosure request date in MM/DD/YYYY format)         05/14/2007         * Recipient (the organization or person where the disclosure went)         Change         Name: Smith, John         Address: 1456 Terry Ln., Warston, MT 12554         Phone:         Contact Person:         * Disclosure Type (the type of disclosure)         Specialized Government Functions (Active Duty Disclosure)		organization or person requesting the disclosure) Change	
Phone: Contact Person: * Requester Identity Verified (was the requester's identity verified?) Social Security Number Description of Requester Identity Verification (required if requester identity verification was defined as 'other') * Request Date (the disclosure request date in MM/DD/YYYY format) 05/14/2007 * Recipient (the organization or person where the disclosure went) Change Name: Smith, John Address: 1456 Terry Ln., Warston, MT 12554 Phone: Contact Person: * Disclosure Type (the type of disclosure) Specialized Government Functions (Active Duty Disclosure) Disclosure Description (a read-only description and example of the disclosure type selected above) Use and disclose the PHI of individuals who are Armed Forces personnel for activities deemed necessary by appropriate military command authorities to assure the proper execution of the military mission. The purposes for whic any and all of the PHI of an individual who is a member of the Armed Forces may be used or disclosed ar: 1) To determine the member's fitness for duty 2) To determine the member's fitness to perform any particular mission, assignment, order, or duty, including compliance with any actions required as a precondition to performance of such mission, assignment, order, or duty, 3) To carry out activities under the authority of DoD Directive 6490.2. 4) To report on casualties in any military operation or activity in accordance with applicable military regulations or procedures. 5) To			
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	mission, assignme	nt, order, or duty. 3) To carry out activities under the authority of DoD Directive 6490.2. 4) To	o report
	on casualties in a		es. 5) To

- 13. Select the Disclosure Purpose from the drop-down menu.
- 14. Enter the data into the "Other/Details" text box. (For multiple disclosures, the purpose details box must be filled in for the disclosure to be complete.)
- 15. Scroll down the screen and enter: Protected Health Information Description and Disclosure Comments.

_	igin Organization (where the disclosure originated) TMA
103	
* Di	sclosure Purpose (the purpose of the disclosure)
Ме	dical
Othe	er/Details (*Required for all Multiple Disclosures):
* Pr	otected Health Information Description (the description of the Protected Health Information disclosed) Complete Health Record(s)
_	
_	Complete Health Record(s)
_	Complete Health Record(s) Consultation Report(s)
_	Complete Health Record(s) Consultation Report(s) Discharge Summary
_	Complete Health Record(s) Consultation Report(s) Discharge Summary History and Physical Examination
_	Complete Health Record(s) Consultation Report(s) Discharge Summary History and Physical Examination Laboratory Test(s)

If you need to attach a document to the disclosure request, follow these steps:

- 16. Enter the document title. (If applicable)
- 17. Click on the browse button to attach the document. (If applicable)
- 18. Select Route to Privacy Specialist from the Action drop-down menu.
- 19. Click on the Save button.

FILE 1: Document Title (enter this document's title)	
Test	
Please select a file you wish to attach	
C:\Documents and Settings\514708\Desktop\PHIMT TEST.doc	Browse
FILE 2: Document Title (enter this document's title)	
Please select a file you wish to attach	
	Browse
FILE 3: Document Title (enter this document's title)	
Please select a file you wish to attach	
	Browse
Action (action for this request)	
Route to Privacy Specialist	

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• The Request Summary screen will display.

Monday, May 14, 2007			Patient Search	<u>Logoff</u>				
	Patient / User	Requests Requester						
Current Request: Simple Disclosure Request	Request Summary							
Summary History = Create New Request = Search for a Request	Name: Dhel Test SSM #: 108693548 Birth Date: 10-28-1930 Address: Requester/Recipient Name: John Smith Address: 1456 Terry Ln., Warston, M	T 12554						
	Request Status: Routed for Approval							
	Request Creation Date: 05/14/2007 at 03:51:49 PM EDT							
	Request Last Update Date: 05/14/20	007 at 03:51:49 PM EDT						
	Other Request Details							
	Description	Details						
	Request Type Simple Disclosure Request							
	Disclosure Type Type: Specialized Government Functions (Active Duty Disclosure), ID: 676, Date: 06/14/2007							
	Route to Privacy Specialist	Yes						
	Identity Verified Text	Social Security Number						

# 6.3.4 Record an Accounting of Disclosures Request

<u>NOTE</u>: The Disclosure Accounting hyperlink allows you to process a request for a report of all disclosures that have been made for a particular patient. This activity consists of four accounting of disclosure phases: Patient Selection, Requester Selection, Request Details, and Request Action.

A patient may ask for an accounting of disclosures at any time. PHIMT allows for a quick reporting of this information.

<u>NOTE</u>: Request Action allows you to route the request to your Privacy Specialist for approval or denial or to your own worklist if you need to research it further.

To record a request for an accounting of disclosures:

- 1. Select the Requests Tab.
- 2. Select the Create New Request hyperlink.
- 3. Click on the radio button for Disclosure Accounting.
- 4. Click on the Next button.

Monday, September 24, 20	107	Patient Search	Logoff
	Patient User Requests Requester		
Current Request: None	Create New Request		
Create New Request	Select Request Type		
Search for a Request	O Disclosure		
	Disclosure Accounting		
	O Simple Disclosure Request		
	Next		

- 5. Search for the patient (You can search for a patient by the Sponsor's SSN, by the patient's name/state, SSN, EDIPN or System ID).
- 6. Click on the Search button.

Monday, April 12, 2010						Patient Search = Logoff	f
	Patient	User V	Requests	Requester			
Current Request: Disclosure	Select Patient	Select Requester F	Request Details	Disclosure Details	Request Action		
Disclosure	1	2	3	4	5		
<ul> <li>Create New Request</li> <li>Search for a Request</li> </ul>	Patient Searc	h					
	Sponsor SSN (in ##	# ## #### format, enter	'000-00-0000' if	not known)			
	- OR -						
	by Name/State	(Last)	(First)				
	(State) (Birth Da	ate in MM/DD/YYYY form	at)				
	- OR -						
	SSN (in ### #####	format, enter '000-00-00	000' if not known)				
	- OR -						
	EDIPN (DoD EDI Per	rson Identifier)					
	- OR -						
ι	by System ID (the in	dentifier created by this :	system for the pe	erson)			
$\rightarrow$	Search						

7. Select the patient from the Patient Search Results screen.

Monday, April 12, 2010								Patient Search	Logoft
	Patient	User		Requests	Req	uester			
Current Request:	Select Patient	Select Reques	ter Requ	Jest Details	Disclosure D	etails Re	quest Action		
Disclosure	1	2		3	4		5		
Create New Request Search for a Request	Patient Searc								
_	Search Results - 0								
	Na	me	ID	SSN	Sponsor SSN		Addr		
	Dunlap, Chad		756	263676761		2003-09-04	6573 Leading Tree W 34568	ay Fairfax, VI	
	Dunlap, Noelle Kris	stine	1189	182483847		2002-09-04	6308 Betsy Ross Ct F	airfax, AL 09129	-
	Other options: Adjust your search o Create a new Patient		aain.						

Last Edited: 3/3/2011

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- 8. Select the Requester: either a) select by the default patient or organization displayed, or b) enter the information into the data entry fields, to search by patient, third party organization, person, or organization. Complete only one field. (For this User Manual, the patient is selected).
- 9. Click Select, or Search (for that field).

Thursday, February 3, 201	11	= Patient Search = Logoff
	Patient / User / Requests / Requester	<b>\</b>
Current Request:	Select Patient Select Requester Request Details Request Action	
Disclosure Accounting	1 2 3 4	
Create New Request Search for a Request	Requester Search	
	Choose one of the following options:	
	A. Select the Patient (the request is being made by the Patient themselves) Dunlap, Chad	
	pulliap, criau	(Select)
	B. Select a Third-Party Organization (a third-party requester, such as a law enforce Law Offices of Joe Gibbs, 1411 Jefferson Davis, Arlington, VA 20220	
	Law Offices of Joe Globos, 1411 Jefferson Davis, Anington, VA 20220	Select
	C. Search for a Person (search for another person, or add a new one*)	
	Hame (Last) (First) An ** may be used as a wildo	rd.
	, System ID (the identification number created by this system for the person)	
	system to the nemonication number created by this system for the persony	Include Patient Records
	EDIPN (an external identifier for the person)	Include Non-Patient Records
		Search
	D. Search for an Organization (search for another organization, or add a new one*)	
	Hame (All or part of the name of the organization. An *' may be used as a wildcard.)	
	, DMIS Code (the external identifier for the organization)	
		Search

- 10. Confirm the requester and recipient details. Verify that the information is correct and/or enter the data into the information fields. (If changes are necessary, select Back, and make the changes).
- 11. Click on the Next button.

Friday, February 11, 2005						Patient Search	Logoft
	/ Patient	V User	Requests		Requester		
Current Request: Disclosure Accounting	Select Patie	nt Select Requester	Request Details	Reque	est Action		
<ul> <li>Create New Request</li> <li>Search for a Request</li> </ul>	Confirm F	Requester and R	ecipient Detai	ls			
	Patient:	Joe J Smith					
	Date of Birth:	1968-07-05					
	SSN:	121131414					
	Address:	23 King St., Charleston, S 84536	sc				
	Requester:	Joe J Smith <u>change</u>					
	Address:	23 King St., Charleston,	SC 84536 💌	Add Nev	<u>v</u>		
	Recipient:	Same as requester set a different recipient					
	Back	Next					

Last Edited: 3/3/2011

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12. Enter the Request Details: details of the request, identity verification (with description), and authority verification (with description).

Friday, February 11, 2005		Patient Search	Logoff
	/ Patient / User / Requests / Requester		
Current Request: Disclosure Accounting	Select Patient         Select Requester         Request Details         Request Action           ①         ②         ③         ④		
<ul> <li>Create New Request</li> <li>Search for a Request</li> </ul>	Request Details	_	
	Details of the Request (requester's comments, or instructions about this request)	1	
	Patient is requesting an accounting of disclosures.		
	Requester Identity Verified (was the requester's identity verified?)		
	Social Security Number		
	Description of Requester Identity Verification (if the requester's identity was verified, how was it verified?)		
	Military ID		
	Requester Authority Verified (was the requester's authority to access information verified?) Patient is Requester		
	Description of Requester Authority Verification (if the requester's authority was verified, how was it verified	2	
	Patient is requester.		

- 13. Scroll down the screen and enter: Information start and end date, request format, and request classification.
- 14. Click on the Next button.

Patient is Request	er	•		
Description of R	equester Authority Verifica	ation (if the requester's autho	rity was verified, how was it	verified?)
Patient is requeste	er.			
nformation Star	t Date (the start date for the i	nformation in MM/DD/YYYY fo	vrmat)	
12/15/2004				
Information End	Date (the end date for the info	ormation in MMVDD/YYYY for	nat)	
01/20/2005				
Request Format	(the format in which this requ	est has been received)		
Received Reques	t in Writing 📃			
Request Classifi	cation (an optional classifica	tion for this request)		
Attorney	•			

15. Enter the Request Action details.

- 16. From the Action drop-down menu, select the appropriate person to route the request to. (The Regular User would route the request to the Privacy Specialist or to their worklist).
- 17. Click on the Save button.

Friday, February 11, 2005						Patient Search =	Logof
	/ Patient	V User	V Requests	V Requester \			
Current Request:	Select Patient	Select Requester	Request Details	Request Action			
Disclosure Accounting	1	2	3	4			
<ul> <li>Create New Request</li> <li>Search for a Request</li> </ul>	Request Acti	on					
	Patient						
	Name: Joe Smith SSN #: 121131414						
	Birth Date: 07-05-1	968					
	Address: 23 King:	St., Charleston, SC 84	536				
	Requester/Recipie	ent					
	Name: Joe J Smith						
	Address: 23 King 3	St., Charleston, SC 84	536				
	Details of the Req	uest (requester's cor	mments about the sc	ope of this request)			
	Patient is requesting	an accounting of disc	losures.				
	Approved Part (fo	r partially approved re	quests, describe pa	rt of request that was appro	ived)		
					<u></u>		
					<b>~</b>		
	Denied Part (for pa	rtially denied request	s, describe part of r	equest that was denied)			
					*		
	Action (action for t	his request)	1				
	Route to Privacy Sp	ecialist 💌					
	Back	Save		-			

- The Request Summary screen will display.
- NOTE: The current disclosure accounting appears in the status box.

Friday, February 11, 200	)5		Patient Search	Logo
	Patient \/ U	ser 🗸 Requests 🗸 Requester 🔪		
Current Request: Disclosure Accounting	Request Summary			
Summary	Name: Joe J Smith			
History	SSN # 121131414			
Documents Request Details	Birth Date: 07-05-1968			
Request Action	Address: 23 King St., Charlest	on, SC 84536		
	Requester/Recipient			
Create New Request	Name: Joe J Smith			
Search for a Request	Address: 23 King St., Charlest	on, SC 84536		
	Request Status: Routed Requ	est For Acceptance		
	Request Creation Date: 02/11	1/2005 at 01:05:04 PM EST		
	Request Last Update Date: 0	12/11/2005 at 01:05:06 PM EST		
	Other Request Details			
	other Request betails			
	Description	Details		
		Details Disclosure Accounting		
	Description			
	Description Request Type	Disclosure Accounting		_
	Description Request Type Details of the Request	Disclosure Accounting Patient is requesting an accounting of disclosures.		
	Description Request Type Details of the Request Start Date	Disclosure Accounting Patient is requesting an accounting of disclosures. 12/15/2004		

## 6.4 REQUESTER TAB ACTIVITIES

The Requester tab (shown below) provides access to all PHIMT Requester data and allows you to access information about the individual or organization making the disclosure request. You must first identify an organization or individual as the requester. This can be accomplished on the Requester Search screen. The hyperlinks become active on the Requester Summary screen once a requester has been designated. Access to requester data is provided by these hyperlinks:

- Requester Summary
- Requester Requests
- Requester Profile
- Requester Search

Friday, February 11, 200	5 Patient Search	<u>l Loqoff</u>
	Patient Vser Requests Requester	
Current Requester: None	Requester Search Choose one of the following options:	
Requester Summary Requester Requests	A. Select the Patient (the request is being made by the Patient themselves)	
Requester Profile	Smith, Joe J Select B. Select a Third-Party Organization (a third-party requester, such as a law enforcement agency or insurance company)	
	Law Offices of Joe Gibbs, 1411 Jefferson Davis, Arlington, VA 20220 Select C. Search for a Person (search for another person, or add a new one*)	
	Name (Last) (First) An ** may be used as a wildcard.	
	System ID (the identification number created by this system for the person)  ✓ Include Patient Records  ✓ Include Non-Patient Records	
	FMP-SSN (an external identifier for the person) Search	
	D. Search for an Organization (search for another organization, or add a new one*)	

#### 6.4.1 Requester Search

<u>NOTE</u>: The Requester Search hyperlink allows you to search for a particular requester. (You are searching for a patient in the database).

To search for a particular requester:

- 1. Select the Requester Tab.
- 2. Select the Requester Search hyperlink.
- 3. Enter the person's name for the search.
- 4. Click on the Search button.

Thursday, February 3, 20	111					Patient Search = Logoff
	/ Patient	V User	V Requests	V Requester		
Current Request:	Select Patient	Select Requester	Request Details	Disclosure Details	Request Action	
Disclosure	1	2	3	4	5	
Create New Request Search for a Request	Requester S Choose one of t	Search he following options:				
	A. Select the Pa Dunlap, Chad	tient (the request is be	ing made by the Pal	ient themselves)	Select	
	Law Offices of	I-Party Organization ( Joe Gibbs, 1411 Jeffer Person (search for and	son Davis, Arlington	VA 20220	rcement agency or insura	nce company) )
		rei son (search ior and		" may be used as a wi	ideard	
	name (La	/8()	(First) All	may be used as a wi	vacura.	
	, System ID <i>(the</i>	identification number of	reated by this syste	m for the person)	-	
					Include Patien	
	EDIPN (an exter	nal identifier for the per				
			son)			
			son)		Search	)
	Name (All or pa	Organization (search art of the name of the org	for another organiz. ganization. An ** may		e*)	)

5. Select the patient from the Requester Search Results screen.

Monday, April 12, 2010			Patient Search	Logoff
	/ Patient \/	User	Requests Requester	
Current Requester: Test, Ahebao	Requester Sear	rch Result	ts	
Requester Summary	Search Results - Clic	k on the nam	e to select a requester	
Requester Requests Requester Profile	Name	ID	Address	
Requester Profile	Smith, John	253	1456 Terry Ln., Warston, MT 12554	
Requester Search	Smith, John	749	13450, Bob Wilson, San Diego, CA 92134	_
	Smith, John 2	748	34800, Suite 4, San Diego, CA 92134-9999	-
	Other options: Adjust your search crite Create a new requester Create a new requester	as a person.	-	_
		Co	opyright © New Governance, Inc. 2000-2007, ALL RIGHTS RESERVED Version: 2.50 build [ 0939 ]	

• The Requester Summary screen will display. The Regular User can display reports and/or letters by clicking the Display button or accessing another hyperlink.

Friday, February 11, 2005		Patient Search	Logoff
	/ Patient / User / Requests / Requester		
Current Requester: Thomas, Fred Sr	Requester Summary		
Requester Summary Requester Requests Requester Profile	Summary Item Filters Display		
Requester Search			

#### 6.4.2 Requester Requests

<u>NOTE</u>: The Requester Requests screen displays the status of all requests that were generated by a particular patient or organization.

To view the status of requests:

- 1. Select the Requester Tab.
- 2. Select the Requester Search hyperlink.
- 3. Enter the person's name for the search.
- 4. Click on the Search button.
- 5. Select the patient from the Requester Search Results screen.
- 6. Click on the Select button.
  - The Requester Summary screen will display.

<u>NOTE</u>: Steps 1-6 for Requester Requests are the same as those for Requester Search, 6.4.1. Refer to steps 1-6 in 6.4.1 for screen display information.

7. Select the Requester Requests hyperlink.

Friday, February 11, 2005						Patient Search	Logoff
	/ Patient /	User 🗸	Requests 🗸	Requester	¬		
Current Requester: Thomas, Fred Sr	Requester Sumn	nary					
Puquester Summary	Summary Item Filters	Display					
Requester Requests	Reports	🔽 Letters					
■ <u>Requester Search</u>							

• The Requester Requests screen will display. All requests for that particular patient or organization and the status of those requests will be displayed. (Regular Users can view the status of a disclosure; however, they cannot view the details of the disclosure. They do not have access to the Request Session ID).

Friday, February 11, 200	5						Patient Search	Loc
	/ Patient	V User	V Rec	juests 🗸	Requester			
Current Requester: Thomas, Fred Sr	Requester Total Requests: 1	•						
Requester Summary Requester Requests	Requester Req	uests						
Requester Profile	Request Session ID	Request Type	Patient	Requester	User	Status Cd	Creation Date	
Requester Search		Disclosure Accounting	Thomas, Fred Sr	Thomas, Fred Sr	Pradeep Thaivalappil	Request was Accepted	01/25/2005	5
		Disclosure Accounting	Thomas, Fred Sr	Thomas, Fred Sr	Pradeep Thai∨alappil	Request was Accepted	01/25/2005	5
		Disclosure Accounting	Thomas, Fred Sr	Thomas, Fred Sr	Pradeep Thai∨alappil	Request was Accepted	01/25/2005	5
		Disclosure Accounting	Thomas, Fred Sr	Thomas, Fred Sr	Pradeep Thaivalappil	Request was Accepted	10/20/2004	4
		Disclosure Accounting	Test, Pradeep	Thomas, Fred Sr	Pradeep Thai∨alappil	Completed	10/20/2004	4
		Disclosure Accounting	Thomas, Fred Sr	Thomas, Fred Sr	Pradeep Thaivalappil	Completed	10/20/2004	4
		Disclosure Accounting	Thomas, Fred Sr	Thomas, Fred Sr	Pradeep Thaivalappil	Routed Request For Acceptance	10/19/2004	4

## 6.4.3 Requester Profile

<u>NOTE</u>: The Requester Profile hyperlink allows you to view information about the individual or organization making the request.

To edit the requester's profile:

- 1. Select the Requester Tab.
- 2. Select the Requester Search hyperlink.
- 3. Enter the person's name for the search.
- 4. Click on the Search button.
- 5. Select the patient from the Requester Search Results screen.
- 6. Click on the Select button.
  - The Requester Summary screen will display.

<u>NOTE</u>: Steps 1-6 for Requester Profile are the same as those for Requester Search, 6.4.1. Refer to steps 1-6 in 6.4.1 for screen display information.

7. Select the Requester Profile hyperlink.

Friday, February 11, 2005		Patient Search	<u>Loqoff</u>
	Patient Ver Requests Requester		
Current Requester: Thomas, Fred Sr	Requester Summary		
Requester Summary Equester Requests Requester Profile	Summary Item Filters Display Reports Letters		

8. Enter the required information: name, requester type, EDIPN, SSN, Sponsor SSN, birth date of the requester. Use drop-down menus where applicable.

NOTE: The required fields are marked with an asterisk.

9. Click on the Update button.

Current Requester: Test, Ahebao	Requester Profile \ Pe	rson Details	
	* Name (Last)	(First)	(Middle) (Sr./Jr.)
Requester Summary Requester Requests	Test	, Ahebao	
equester Profile	* Type		
Requester Search	Patient 💌		
	EDIPN (DoD EDI Person Identifie	r)	
	0204634497		
	* SSN (in ###-##### format, en	ter '000-00-0000' if not known)	
	481 _ 60 _ 9690		
	* Sponsor SSN (in ### ## #####	format, enter '000-00-0000' if not known)	
	665 _ 90 _ 8676		
	System ID (the identifier created	by this system for the person)	
	1298		
	* Birth Date (birth date in MM/DE	D/YYYY format)	
	07 / 13 / 1982		
	Email (example: johnf@yahoo.co	m)	
	Alternate Communication Inst	tructions (special instructions to send o	correspondence to the person
			<u>×</u>
			<b>T</b>
	Comments (general comments	about or for the person)	
	(Update )		

#### 6.4.4 Requester Summary

<u>NOTE</u>: The Requester Summary hyperlink allows you to display all the letters and reports that were requested.

To view a summary of all disclosure letters and reports:

- 1. Select the Requester Tab.
- 2. Select the Requester Search hyperlink.
- 3. Enter the person's name for the search.

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- 4. Click on the Search button.
- 5. Select the patient from the Requester Search Results screen.
- 6. Click on the Select button.
  - The Requester Summary screen will display.

<u>NOTE</u>: Steps 1-6 for Requester Profile are the same as those for Requester Search, 6.4.1. Refer to steps 1-6 in 6.4.1 for screen display information.

- 7. Select Letters or Reports (or both) by placing a check in the checkboxes.
- 8. Click on the Display button.

Friday, February 11, 200	5	Patient Search	Logoff
	Patient / User / Requests / Requester		
Current Requester: Thomas, Fred Sr	Requester Summary		
Requester Summary Requester Requests Requester Profile ■ <u>Requester Search</u>	Summary Item Filters Display		

• A summary of all letters and reports of disclosures made by that requester will be displayed.

Friday, February 11, 200	5				Patient Search	Logo
	/	Patient 🗸	User 🗸 Req	Jests / Requester \		
Current Requester: Thomas, Fred Sr	Req	uester Sumn	nary			
Requester Summary	Sumn	nary Item Filters	Display			
Requester Requests Requester Profile		Reports	✓ Letters			
Requester Search	Repor	rts				
	ID	Date	Person	Title		
	386	01/25/2005	Fred Thomas Sr	Protected Health Information Disclosure Report		
	384	01/25/2005	Fred Thomas Sr	Protected Health Information Disclosure Report		-
	383	01/25/2005	Fred Thomas Sr	Protected Health Information Disclosure Report		-
	303	10/20/2004	Pradeep Test	Protected Health Information Disclosure Report		_
	301	10/20/2004	Fred Thomas Sr	Protected Health Information Disclosure Report		_
	270	09/21/2004	Fred Thomas Sr	Protected Health Information Disclosure Report		-
	16	07/08/2004	Fred Thomas Sr	Protected Health Information Disclosure Report		
	Lette					
	D	rs Date	Person	Title		
	307	11/16/2004	Fred Thomas Sr	Disclosure Report - Denial-Before Letter		=
	304	10/20/2004	Pradeep Test	Disclosure Report - Approval Letter		-
	302	10/20/2004	Fred Thomas Sr	Disclosure Report - Approval Letter		-
	283	09/21/2004	Fred Thomas Sr	Disclosure Restriction - Approval Letter		-

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# 7.0 USER ADMIN FUNCTIONALITY

The following information will provide you with step-by-step instructions for adding organizations, and establishing User-to-User Relationships (establishing office workflow).

Your role as User Admin requires you to perform various PHIMT activities to establish and maintain user information. The steps for performing these activities will be presented here and include the following:

- Establish workflow
- Setup a queue
- Create a requester favorites

# 7.1 ESTABLISH WORKFLOW

User-to-User relationships affect how requests are routed within PHIMT. These relationships need to be constructed in a manner that allows them the most use of all available Action Types shown on Request Action and Edit Activity screens. A typical request may be routed to a User Worklist, Privacy Specialist, or Other User. The User-to-User Relationships screen defines specific users who would be fulfilling these roles. This table shows the definitions of available user relationships.

	User Relationship Definitions
User Role	Description
Privacy Specialist	<ul> <li>Privacy Specialist is a user who is responsible for accepting and approving disclosure and disclosure accounting requests.</li> <li>A Privacy Specialist for a Regular User is usually someone from the same organization who is working in the Privacy Office.</li> <li>A Privacy Specialist for a Privacy Specialist is a person at the high level who is working in the Central Privacy Office.</li> <li><u>NOTE:</u> The person selected as a Privacy Specialist should also have Privacy Specialist permission assigned to them by the User Admin.</li> </ul>
Backup Person	<ul> <li>Backup Person is a user who acts in your place whenever you are not able to attend to your requests due to being out of the office for business or pleasure, changing work priorities, or other reasons.</li> <li>All outstanding requests assigned to you will be reassigned to your Backup Person at the time when the Backup Person relationship is assigned.</li> <li>Any new requests will be routed to your Backup Person instead of you. You can assign a date when the Backup Person relationship should end or leave it open ended.</li> <li><u>NOTE:</u> End the Backup Person relationship as soon as you can resume working on your own requests.</li> </ul>

To set up a Workflow:

- 1. Scroll to the bottom of the User Profile screen (Regular User).
- 2. Click on the New button next to Privacy Specialists.

Name	Start Date	End Date
	olun balo	Enabato
There are no Allowed Worklist Viewers configured. Click new to add one.		
Backup Persons New		
Name	Start Date	End Date
There are no Backup Persons configured. Click new to add one.		
Information Officers (New )		
Name	Start Date	End Date
	Start Date	End Date
There are no Information Officers configured. Click new to add one.		
Privacy Specialist New		
Ivamê	Start Date	End Date
There are no Privacy Specialists configured. Click new to add one.		
Request Routing Contacts New		
Name	Start Date	End Date
There are no Request Routing Contacts configured. Click new to add one.		

- 3. Enter Search Criteria for the Privacy Specialist that you want to add.
- 4. Click on the Search button.

Monday, January 24, 2	2005	Logoff
	User Admin	
Current Admin: Scovel, Natalie US TMA	User Profile \ User Search	
Organizations Application Users Queue Users = <u>User Search</u> = <u>Add User</u>	Name     (Last)     (First)       Milson	
	Search	

5. Select the appropriate Privacy Specialist from the search results and click on the Select button.

Monday, January 24, 2005						= <u>L</u>	Logoff
	/	User	Admin				
Current Admin: Scovel, Natalie	User	r Profile	e \ User Search				
US TMA	Searc	h Results					
		ID	Name	SSN	Birth Date	Address	
Organizations Application Users Queue Users <u>User Search</u> <u>Add User</u>	Se Other	elect options: γour searc	Wilson, James				
			Copyright 🕲 New Governan	ce, Inc. 2000-200 Version: 2.24	4, ALL RIGHTS RESERVED		

- 6. Set the Relationship Start Date/End Date. (The end date is optional).
- 7. Click on the Save button.

Monday, January 24, 200	15	<u>Loqoff</u>
	User Admin	
Current Admin: Scovel, Natalie US TMA	User Profile \ Privacy Specialist Details	
	Related Person: James Wilson	
Organizations Application Users	Relationship Start Date (MANDATORY: the date when the relationship began or will begin)	
Queue Users	01/24/2005	
User Search	Relationship End Date (OPTIONAL: the date when the relationship ended or will end)	
Add User		
	Save	

• The Privacy Specialist is added to the User Profile screen.

Allowed Worklist Viewers New		
Name	Start Date	End Date
There are no Allowed Worklist Viewers configured. Click new to add one.		
Backup Persons New		
Name	Start Date	End Date
There are no Backup Persons configured. Click new to add one.		
Information Officers New		
Name	Start Date	End Date
There are no Information Officers configured. Click new to add one.		
Privacy Specialists New		
Name	Start Date	End Date
James Wilson	01/24/2005	
Request Routing Contacts New		
Name	Start Date	End Date
There are no Request Routing Contacts configured. Click new to add one.		

# 7.2 QUEUE SETUP

A queue is a distribution list for a specific organization that is comprised of two or more Privacy Specialists. The User Admin at the local command is responsible for setting up a queue. Queues are created to expedite the process of approving/denying a disclosure. Only users affiliated with a given organization will see that organization's routing options.

To setup a queue:

- 1. Select the Admin Tab.
- 2. Select the Queue Users hyperlink.

		User 🗸 Admin	1				
<b>Current Admin:</b> Scovel, Natalie US TMA	Org	anizations					
	Origin Organizations						
Organizations	ID	Name	Parent Name	Address	Contact Person	Contact Phone	
Queue Users	<u>1006</u>	10th MED GROUP-USAF ACADEMY CO	USAFA	4102 Pinion Drive Ste 4000 USAF Academy, CO 80840			
Add User	<u>1109</u>	10th Med GROUP- PETERSON AFB	HQ AIR FORCE SPACE COMMAND				
	<u>967</u>	11TH MED GRP-BOLLING	HQ Air Force (Direct reporting unit)	238 Brookley Avenue RM 125 Bolling AFB, DC 20032			
	<u>1070</u>	11th Wing	US Air Force	11 MDG/SGHQ 238 238 Brookley Ave Bolling AFB, DC 20032			
	833	121ST GEN HOSP SEOUL	18th MEDCOM - KOREA	Unit # 15244 APO AP , 96205			

3. Click on the Modify button to add a new queue.

Tuesday, January 25, 2	005			Logoff
	User Admin			
Current Admin: Scovel, Natalie US TMA	Queue Users			
Organizations Application Users	User Queue TMA Medical Clinic Queue Members	v	Modify All Other Users	
Queue Users = <u>User Search</u> = <u>Add User</u>	Joe Jones Joe Miller Joe Smith Pradeep Thaivalappil	◆Enable ◆Disable	Admin 53 Admin Admin User Admin Mike Beedle Christopher Brown Ted Brown Vince Carter Andy Crillo Amanda Colantuoni Laverneus Coles Liza Dorsey Amanda Dunlap Chad Michael Dunlap	

4. Click on the New button.

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Tuesday, January 25,3	2005	= <u>Loqoff</u>
	User Admin	
Current Admin: Scovel, Natalie US TMA	User Queues	
Organizations Application Users Queue Users <u>User Search</u> <u>Add User</u>	User Queues     New       ID     Queue Name       1     TMA Medical Clinic	
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- 5. Enter the description of the Queue in the text box.
- 6. Click on the Save button.
- 7. Once saved, select the Queue Users hyperlink.

	Tuesday, January 25, 200	5 – L	oqoff
_		User Admin	
	<b>Current Admin:</b> Scovel, Natalie JS TMA	User Queues	
		User Queues New	
Ľ	Organizations	ID Queue Name	
$\triangleleft$	Queue Users	1 TMA Medical Clinic	
	<u>User Search</u> Add User	124 Naval Hospital	
		Save	
		Copyright @ New Governance, Inc. 2000-2004, ALL RIGHTS RESERVED Version: 2.24	

8. Select the Queue you created from the drop-down box.

Tuesday, January 25, 200	)5				= Logoff
	/ User	Admin			
Current Admin: Scovel, Natalie US TMA	Queue Us	sers			
	User Queue	TMA Medical Clinic		Modify	
Organizations Application Users		TMA Medical Clinic			
Queue Users	Queue Memi	Naval Hospital		All Other Users	
= <u>User Search</u> = <u>Add User</u>	Joe Jones Joe Miller Joe Smith Pradeep Thai	∕alappil	<ul><li>Enable</li><li>Disable</li></ul>	Admin 53 Admin Admin User Admin Mike Beedle Christopher Brown Ted Brown Vince Carter Andry Crillo Amanda Colantuoni Laverneus Coles Liza Dorsey Amanda Duniap Chad Michael Duniap	

9. Select the users that you want to add to the queue and click on Enable.

10. Click on the Save button.

Current Admin: Scovel, Natalie US TMA	Queue Users	
	User Queue Naval Hospital	Modify
Organizations		
Application Users	Queue Members	All Other Users
Queue Users		Admin 53
User Search	Chad Michael Dunlap Erin Miler	Admin 53
Add User	James Wilson	Admin Admin Admin3 Admin3
Add User	Clinton Portis	Adminis Adminis Admini4 Admini4
	Ciritor Portis	Admins Admins
		Admin6 Admin6
		Admino Admino
		Admin8 Admin8
		Amanda Colantuoni
		Amenda Duniap
		Amanda Tela
		Andy Cirillo
		Chad Mistrar Dunlap
		chad Michael Dunlap
		Chris Foster
		Christopher Brown
		First Middle Last
		Disable First Middle Last     Fred Thomas
		Igor Mameshin
		Joe Johnson
		Joe Jones
		Joe Miller
		Joe Smith
		Kevin York
		Laverneus Coles
		Liza Dorsey
		Mike Beedle
		Mouse Mickey
		Natalie Scovel
	<u> </u>	Natalie Scovel
	Save	

• The queue that you added will show up in the user's worklist.

Tuesday, January 25, 200	5								Logoff
	User	Admin							
Current User: Scovel, Natalie US TMA	User Worklist								
	User Worklist								
My Profile My Requests My Worklist	Activity Instance ID	Request Session ID	Activity ID	Source	Patient	Requester	Status	Creation Date	
Wy VVOrkiist	There are no activities on your worklist								
Switch organizations									
	Naval Hospital Worklist								
	Activity Instance ID	Request Seesi	Activity ID	Source	Patient	Requester	Status	Creation Date	
	There are no activities for this queue								
	Accept								

# 7.3 REQUESTER FAVORITES

An organization can create a list of requester favorites that show up in the requester drop-down list. User Admins can set up the list of favorites per organization. If an organization name is not in the favorites list, the user will be allowed to search for it manually. A given "requester" can appear in multiple "favorites" lists.

To set up an organization's requester favorites:

- 1. Select the Admin Tab.
- 2. Select the Organization's hyperlink.
- 3. Select the ID hyperlink for your Origin Organization.

		User 🗸 Admin 🖊	1			
<b>Current Admin:</b> Scovel, Natalie US TMA	Org	anizations				
	Origi	in Organizations				
Organizations	D	Name	Parent Name	Address	Contact Person	Contact Phone
Queue Users User Search	1006	10th MED GROUP-USAF ACADEMY CO	USAFA	4102 Pinion Drive Ste 4000 USAF Academy, CO 80840		
Add User	1 09	10th Med GROUP- PETERSON AFB	HQ AIR FORCE SPACE COMMAND			
	9 <u>17</u>	11TH MED GRP-BOLLING	HQ Air Force (Direct reporting unit)	238 Brookley Avenue RM 125 Bolling AFB, DC 20032		
	<u>1070</u>	11th Wing	US Air Force	11 MDG/SGHQ 238 238 Brookley Ave Bolling AFB, DC 20032		

4. Scroll down to Favored Requesters and click on the Add button.

Cont	act People 🛛 🤇	New )						
ID	Name			Phone	,Δ	ddress	Pr	imary
There	e are currently n	o contact people associá	ated with this organ	ization. Click ne	w to add one	e.		
Child	Organizations	New )						
ID	Name	Address	Contact	Person		Contac	t Phone	Active
There are currently no child organizations associated w							A THONG	HOUTE
There	e are currently n	o child organizations as	sociated with this o	rganization. Clic	k new to ad		AT HONO	Auto
There	e are currently n	o child organizations as	sociated with this o	rganization. Clic	k new to ad			Hour
	e are currently n red Requester		sociated with this o	rganization. Clic	k new to ad			Adim
			sociated with this o	rganization. Clic	k new to ad	d one.		
Favo	r <b>ed Requester</b> ID	Add			Addres	d one. ss		
Favo	r <b>ed Requester</b> ID	Add			Addres	d one. ss		
Favor There	r <b>ed Requester</b> ID	Add Name o favored requesters ass			Addres	d one. ss		
Favor There	r <b>ed Requester</b> ID are currently n	Add Name o favored requesters ass			Addres	d one. ss	Alternate	Primary

- 5. Enter organization search criteria.
- 6. Click on the Search button.

Wednesday, January 26	i, 2011	= Logoff
	User Admin	
Current Admin: Dunlap, Jackson US TMA	Requester Search Choose one of the following options:	
Invoice Defaults Organizations Application Users Queue Users	A. Select a Third-Party Organization (a third-party requester, such as a law enforcem. Law Offices of Joe Globs, 1411 Jefferson Davis, Arlington, VA 20220	ent agency or insurance company) Select
<ul> <li><u>User Search</u></li> <li><u>Add User</u></li> </ul>	B. Search for a Person (search for another person, or add a new one*)	
	Hame (Last) (First) An ** may be used as a wildcar	
	System ID (the identification number created by this system for the person)	Include Patient Records
		✓ Include Patient Records
	EDIPII (an external identifier for the person)	
		Search
	C. Search for an Organization (search for another organization, or add a new one*)	
	Name (All or part of the name of the organization. An *' may be used as a wildcard.)	
	Law Offices of M. Mccarron	
	DMIS Code (the external identifier for the organization)	
		Search
	* You must search for an existing requester or requesting organization before adding a n	ew one.
	FOR OFFICIAL USE ONLY	

7. If the requester is not found, click on the "Create a new requester as an Organization" hyperlink.

Monday, January 24, 2	2005			- L	Logoff
	(	Jser 🗸	Admin		
Current Admin: Scovel, Natalie US TMA	Requ	ester Searc	h Results		
	Search	Results			
Organizations		ID	Name	Address	
Application Users Queue Users	There w	ere no results tha	t matched your search criteria.		
= <u>User Search</u> = <u>Add User</u>	Create a	<b>ptions:</b> our search criteria new requester a: new requester a:	s a person.		
				. 2000-2004, ALL RIGHTS RESERVED on: 2.24	

- 8. Enter the name of the Organization.
- 9. Select the organization type from the drop-down box.

Monday, January 24, 20	15 Logoff
	User Admin
Current Admin: Scovel, Natalie US TMA	Organization Details
Organizations Application Users Queue Users = <u>User Search</u> = <u>Add User</u>	Attorney      Marke (is a subsidiary, start the organization name with its parent's name)     Law Offices of M. Mccarron      Type      Attorney      Mis Code (an optional alternative identifier for the organization)      Parent Organization US TMA      Alternate Communication Instructions (special instructions to send correspondence to the organization)

10. Scroll down to the bottom of the screen and click on the Save button.

		t Organization
Comments (general comments about or for the organization)  Comments (general comments about or for the organization)  Primary (checked if the organization is primary)  Active (checked if the organization can be selected for authorizations, disclosures, etc.)  Origin (checked if the organization can be selected as an origin for disclosures)  Requester Recipient (checked if the organization can be selected as a requester or recipient for disclosures or requests)	US TM	а.
Primary (checked if the organization is primary)  Active (checked if the organization can be selected for authorizations, disclosures, etc.)  Origin (checked if the organization can be selected as an origin for disclosures)  Requester Recipient (checked if the organization can be selected as a requester or recipient for disclosures or requests)	Altern	ate Communication Instructions (special instructions to send correspondence to the organization)
Primary (checked if the organization is primary)  Active (checked if the organization can be selected for authorizations, disclosures, etc.)  Origin (checked if the organization can be selected as an origin for disclosures)  Requester Recipient (checked if the organization can be selected as a requester or recipient for disclosures or requests)		
Primary (checked if the organization is primary)  Active (checked if the organization can be selected for authorizations, disclosures, etc.)  Origin (checked if the organization can be selected as an origin for disclosures)  Requester Recipient (checked if the organization can be selected as a requester or recipient for disclosures or requests)	1	
Primary (checked if the organization is primary)  Active (checked if the organization can be selected for authorizations, disclosures, etc.)  Origin (checked if the organization can be selected as an origin for disclosures)  Requester Recipient (checked if the organization can be selected as a requester or recipient for disclosures or requests)		×.
Active (checked if the organization can be selected for authorizations, disclosures, etc.) Origin (checked if the organization can be selected as an origin for disclosures) Requester Recipient (checked if the organization can be selected as a requester or recipient for disclosures or requests)	Сотп	nents (general comments about or for the organization)
Active (checked if the organization can be selected for authorizations, disclosures, etc.) Origin (checked if the organization can be selected as an origin for disclosures) Requester Recipient (checked if the organization can be selected as a requester or recipient for disclosures or requests)		
Active (checked if the organization can be selected for authorizations, disclosures, etc.) Origin (checked if the organization can be selected as an origin for disclosures) Requester Recipient (checked if the organization can be selected as a requester or recipient for disclosures or requests)	1	
Active (checked if the organization can be selected for authorizations, disclosures, etc.) Origin (checked if the organization can be selected as an origin for disclosures) Requester Recipient (checked if the organization can be selected as a requester or recipient for disclosures or requests)		*
Active (checked if the organization can be selected for authorizations, disclosures, etc.)	Prima	ry (checked if the organization is primary)
Image: Constraint of the organization can be selected as an origin for disclosures)         Image: Constraint of the organization can be selected as a requester or recipient for disclosures or requests)         Image: Constraint of the organization can be selected as a requester or recipient for disclosures or requests)		
Image: Constraint of the organization can be selected as an origin for disclosures)         Image: Constraint of the organization can be selected as a requester or recipient for disclosures or requests)         Image: Constraint of the organization can be selected as a requester or recipient for disclosures or requests)	Active	(checked if the organization can be selected for authorizations, disclosures, etc.)
Origin (checked if the organization can be selected as an origin for disclosures) Requester Recipient (checked if the organization can be selected as a requester or recipient for disclosures or requests)		
Requester/Recipient (checked if the organization can be selected as a requester or recipient for disclosures or requests)	<b>V</b>	
Requester/Recipient (checked if the organization can be selected as a requester or recipient for disclosures or requests)	Origin	(checked if the organization can be selected as an origin for disclosures)
Requester/Recipient (checked if the organization can be selected as a requester or recipient for disclosures or requests)		
	-	
	Reque	ster/Recipient (checked if the organization can be selected as a requester or recipient for disclosures or requests)
	<b>~</b>	
Save		

11. Enter the Organization Address Details and click on the Save button.



• If you are entering an International Address, click on the International radio button.

onday, January 24, 2005		Logoff
	User Admin	
urrent Admin: covel, Natalie	Address Details	
S TMÁ	Address Format (APO and FPO address should use USA format)	
ganizations	USA 🔿 International 🚱	
plication Users Country (country name)		
ieue Users	Antigua	
<u>User Search</u> Add User	International Address Line 1	
	International Address Line 2	
	International Address Line 3	
	Comments (general comments about or for the address)	
	Y	
	Save	

• The organization that you added now appears in your requester favorites.

	People 🦲	New )						
ID	Name			Phone		Address	Pi	rimary
There ar	re currently no co	ontact people assoc	iated with this organ	niz <mark>atio</mark> n. Click n	new to add or	)e.		
Child Or	ganizations	New						
ID	Name	Address	Contact	Person		Contac	t Phone	Active
There ar	re currently no ci	hild organizations a	ssociated with this o	organization. Cl	lick new to ad	id one.		
Favored	l Requesters	(Add )						
Favored	l Requesters	Add			Address			
Favored 1220	<b>I Requesters</b> Law Offices of	Name	123 De	eer Ln., Arlingto			r	emove
		Name	123 De	eer Ln., Arlingtoi			ŗ	emove
1 <u>220</u>		Name M. Mccarron	123 De	eer Ln., Arlingto			<u>r</u>	emove
1 <u>220</u>	Law Offices of	Name M. Mccarron	123 De	eer Ln., Arlingtoi City		Zip	<u>r</u> Alternate	<u>emove</u> Primary
1220 Associa	Law Offices of	Mame M. Mccarron s New Street	$\supset$		n, VA 22345		-	

• When logging in as a Regular User, the organization that you added will appear in the requester favorites drop-down box for your organization

Tuesday, January 25, 2005		P <u>atien</u> t Search	bQgQf.
	-/ Patiën		
Current Requester: None	Requester Search		
	Choose one of the folio wing options:		
Requester Sumrrery Requester Request = Requester Profil	A. Select a Third-Party Organization (a third-party requester, such as as wenforcement a		
	Law Offices of M. Mccarron, 123 Deer Ln., Arlington, VA 22345	Select	
Requester Seo <sub>"</sub> ch	B. Searchfor a Person (search for another person, or add a new one)		
	Name (LBsl) (First) An" may be use;J as a wildcard.		
	System 10 (the Identification n"mbor croted by this system for IM pmon)	PInclude Patient Records	
	FMP-SSN (an external identifier for the person)	P Include Non-Patient Records	
	-	Search	
	C. Search for an Organization (search for another organization, or add w new one)		
	Name (All or part of the name of the organization. An"" may be used a swildcard.)		
	DMIS Code (the external identifier for the org:mlzation)		
	-	Serch	

# 8.0 GLOSSARY

To facilitate clarity the following terms will be used throughout the document and are defined as follows:

TERM	DEFINITION
Accounting Suspension	An action that results in the temporary postponement of a previously approved disclosure. The suspension can be either specific (referring to a particular disclosure) or type (referring to a disclosure of a particular type). Suspensions can be oral, lasting for up to thirty days, or written, lasting up to six months.
Action	A specific activity that requires a response to a request.
Add Organization	A hyperlink on the Admin Tab that allows the User Admin to enter new user facilities to the current listing
Add User	A hyperlink on the Admin tab that allows the User Admin to enter a new user into the database.
Admin Tab	One of two label tags that provide access to a set of User Admin activities that regulate administrative functions of the PHIMT database. These activities include: maintaining disclosure types and organizations, and creating/modifying users.
All User's List	A hyperlink on the Admin tab that provides a listing of all users in the database. This hyperlink makes user management available.
Attach	An option that allows the User to send documentation or files with a disclosure.
Authorization	A hyperlink on the Patient tab that allows the User to process an approval for a disclosure.
Back	A navigation button that allows the Regular User to return to the previous screen.
Complaint	Activity that allows a user to file a HIPAA grievance against a person or organization.
Create	An option that allows the Regular User to initiate a new activity.
Create New Request	A hyperlink on the Requests tab that allows the Regular User to initiate a request for a new disclosure activity.
Disclosure	A hyperlink on the Requests tab that allows the Regular User to forward a release of protected health information to the Privacy Specialist.
Disclosure Accounting	A hyperlink on the Requests tab that allows the Regular User to process a justification for a disclosure.
Disclosure Details	Refers to information about a specific release that the Regular User can
Disclosure Restriction	Placing constraints on either the information being released or its recipient.

TERM	DEFINITION
Display	An option that allows the Regular User to view various types of information about a particular patient or disclosure activity.
Generate Form	A hyperlink on the Patient tab that allows the Regular User to create forms and letters for various disclosure activities and situations.
Login	The opening screen that requires a User ID and Password.
Logoff	A hyperlink that allows the Regular User to exit PHIMT.
MDR Data	Data that has been imported from the MHS Data Repository.
MTF	Military treatment facility.
My Profile	A hyperlink on the User tab that allows the Regular User to enter/update personal information and preference data.
My Requests	A hyperlink on the User tab that allows Regular Users to view the status of all requests initiated by them.
My Worklist	A hyperlink on the User tab that serves as an electronic inbox. It allows Regular Users perform desktop duties such as viewing all tasks currently assigned to them.
New	An action button that allows the Regular User to develop a new item, patient, or organization.
New Patient Record	A hyperlink on the Patient Search Results screen that allows Regular Users to provide information about a new patient.
Next	A navigation button that allows the Regular User to proceed to the next step in an activity.
Organization	A Military Service or MTF.
Organization Management	A hyperlink on the Admin tab that allows the User Admin to create and/or modify facilities within the database. This term refers to the process of maintaining a user's organization profile and status.
Patient Profile	A hyperlink on the Patient tab that allows the Regular User to create or edit patient information.
Patient Search	A hyperlink on the Patient tab and main screen that allows the Regular User to look for a particular patient in the database.
Patient Tab	A tag or label that provides the User with patient-specific activities.
PHI	Protected Health Information.
PHIMT	Protected Health Information Management Tool.
Privacy Specialist	The Privacy Officer or designee at an MTF or Service level. This role allows the user to maintain disclosure reporting, approve/deny disclosure requests, amend requests, and to restrict and suspend disclosures.
Record Disclosure	Documention and confirmation of the release of PHI.
Regular User	A general role with basic functionality. This role can create disclosures and authorization requests that can be routed to a Privacy Specialist.

TERM	DEFINITION
Request	The first step in initiating a disclosure activity.
Request Action	A prompt for a specific performance (route to Privacy Specialist or route to your Worklist) to be taken on a disclosure.
Request Details	Allowing the Regular User to view relevant information about a particular disclosure.
Requester	The individual or agency asking for the disclosure.
Requester Profile	A hyperlink on the Requester tab that allows the user to view information about the individual or organization making the request.
Requester Requests	A hyperlink on the Requester tab that allows Regular Users to view a listing of all requests that were made by an individual or an organization.
Requester Summary	A hyperlink on the Requester tab that allows the Regular User to view a brief of all requests initiated by an individual or organization.
Requester Tab	A tag or label that allows the Regular User to access information about the individual or agency making a request for a disclosure.
Requests Tab	A tag or label that allows the regular User to access information about the activities that have been requested by an individual or organization.
Restriction	A constraint put upon a particular disclosure activity. The constraint could refer to denying access to a particular individual or a particular time frame.
Revoke Authorization	A user rescinding a previous approval for a particular disclosure
Role	A named collection of permissions. A role allows users with the same permissions to be grouped under a unique name such as: Regular User, User Admin, or Privacy Specialist.
Routing	Forwarding an approval request for disclosure to your worklist for later action, or to another individual. For example, a Regular User may forward the approval request to a Privacy Specialist.
Save	An action button that allows Regular Users to save data entries, information, and procedures.
Search	An action button that allows Regular Users to search for a particular individual or activity.
Search for a Request	A hyperlink on the Requests tab that allows the Regular User to look for a particular request made by that person.
Select	An action button that allows Regular Users to select a particular patient or activity.
Status Box	Avgray box in the upper left corner of all screens. This box displays the current information for a patient or activity; depending on actions being performed.

TERM	DEFINITION
Summary	A hyperlink on the Phone Number Details screen of the Patient tab that allows Regular Users to view a brief of all disclosure activities for a particular patient.
Summary Item Filter	A feature accessed on the Patient Summary screen. It allows the user to display a synopsis on disclosures, suspensions, restrictions, reports, letters, and complaints.
Suspension	The act of delaying a disclosure or putting it on hold temporarily.
Switch Organizations	A hyperlink on the User tab that allows Regular Users assigned to more than one organization to switch between their organizations. This allows them to change their primary status in an organization.
TCL	The table where the MDR data is stored.
DHA	Defense Health Agency.
Update	An action button that allows Regular Users to update information or perform additional activities.
User Admin	A role that allows the user to set up all accounts for users within their facilities as directed by the MTF Privacy Officer. The User Admin creates and assigns user names and passwords, adds/modifies users from within their Service, assigns roles, creates user-to-user relationships, verifies the identity of individuals who access PHIMT, and provides login information to users. The User Admin also creates workflows by routing the requests of a Regular User to a Privacy Specialist and from a Privacy Specialist to another Privacy Specialist, if necessary.
User Profile	Used when referring to the Add User activity. This profile screen allows the User Admin to enter personal information and preference data about a new user
User Role	A named collection of permissions. A role allows Users with the same permissions to be grouped under a unique name such as Regular User, User Admin, or Privacy Specialist. Each role has varying degrees of permissions. Roles allow users with the same permissions to be grouped under a unique name (ex. Regular User, User Admin, and Privacy Specialist). The MTF Privacy Officer usually determines the appropriate role.
User Search	A hyperlink on the Admin tab that allows the User Admin to search for a particular user.
User Tab	A tag or label that allows the Regular User to access all PHIMT User- related information. This tab is designed to track all tasks assigned to a user

TERM	DEFINITION
User-to-User Relationship	The different user types and how they work with one another. The User Admin creates this relationship as directed by the MTF Privacy Officer. The Privacy Officer understands how the MTF manages disclosures. The User Admin understands how to create a workflow by routing requests of a Regular User to a Privacy Specialist and from a Privacy Specialist to another Privacy Specialist, thereby creating the working relationships between the different users. Multiple user relationships can be established throughout the facility.

# 9.0 USER ROLE PERMISSIONS

PHIMT PI	RIVACY SPECIALIST PERMISSIONS
PHIMT Privacy Specialist Tab	Enabled Permissions
Logon/Logoff	Both
User Tab	Change password
	Switch to other organizations
	Update address
	User profile
	User workflow
	Workflow activity
	Workflow request
	Workflows tab
Admin Tab	Administrative workflow
	Attach file
	Backup person relationship
	Organization management
Patient Tab	Create patient
	New request: deny request now
	Patient accounting request
	Patient accounting suspensions
	Patient alternate communication
	Patient authorization
	Patient disclosure restrictions
	Patient profile
	Patient search
	Patient summary
	Patient workflow
	Record disclosure
	View disclosure
Requests Tab	Complaint workflow
	Disclosure accounting
	Disclosure request

	Simple disclosure request
	Disclosure imports
	Edit request: accept request
	Edit request: approve request
	Edit request: complete PHI retrieval
	Edit request: process complaint
	Edit request: route to another Privacy Specialist
	Edit request: route to other user
	New request: process request now
	New request: route to another Privacy Specialist
	New request: route to other user
	New request: route to My Worklist
Requester Tab	Requester summary
Requester 140	Requester workflow
	Requester worknow
PHIN	AT USER ADMIN PERMISSIONS
PHIMT User Admin Tab	Enabled Permissions
Logon/Logoff	Both
User Tab	Switch to other organizations
	Update address
	User profile
	User workflow
	User worklist
	Workflow request
Admin Tab	All users list
	Attach file
	Organization management
	User management
Patient Tab	None (can perform patient profile and patient relationship
	activities.)
Requests Tab	None (perform new request: route to my worklist activity.)
Requests Tab	None
PHIMT	T REGULAR USER PERMISSIONS
PHIMT Regular User Tab	Enabled Permissions
Logon/Logoff	Both
Patient Tab	Create patient
	Generate form
	Generate letter
	Patient authorization
	Patient profile
	Patient search
	Patient summary
	Patient workflow
	View disclosure
User Tab	Change password
0.000 100	

	Switch to other organizations Update address User profile User workflow User worklist Workflow activity Workflow request
	Workflows tab
Admin Tab	None (can attach file as part of another activity)