

Purposes of Access to Assist in Determining Needed Work Force Training

Dept.	Class of individual	Type of PHI to which they have access	Purpose of access	General privacy	Minimum necessary	Notice	Consent	Restrictions	Communications with family/friends	Patient access	Amendment	Authorizations	Marketing/fundraising	Research/deidentification
Pre-admission clinic	Pre-admission nurse	Patients' medical records	<p>To patients' third-party payer for obtaining pre-authorization</p> <p>To contract dietary, lab and therapy departments for securing services</p> <p>To the patient's physicians for treatment and continuity of care</p> <p>To the patient's family/friends as appropriate to their involvement in the patient's care or payment of the bill</p>	x	x	x	x	x	x		x	x		
Volunteers	Volunteers	Information on the computer	Directory information to individuals who ask for the patient by name	x										

The columns to the right can be used to identify the modules the work force member needs to attend. This particular list is incomplete due to space limitations.

This sample form was developed by AHIMA for discussion purposes only. It should not be used without review by your organization's legal counsel to ensure compliance with local and state laws.