

# Protected Health Information Management Tool (PHIMT)

Privacy Specialist  
Version 3.0  
April 2011



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# PHIMT Training Objectives

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- Upon completion of this training you should be able to :
  - Identify the use of the PHIMT in meeting the Accounting of Disclosures requirement of the HIPAA Privacy Rule
  - Describe the necessary policies and procedures
  - Describe and perform all Privacy Specialist functionality
  - Describe and interpret the data that the PHIMT can provide for compliance measurement
  - Implement PHIMT at your facility



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# Introduction to PHIMT

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# Introduction to PHIMT

## Objectives

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- Upon completion of this training you should be able to :
  - Explain what the PHIMT is and why it exists
  - Describe the capabilities of the PHIMT
  - Identify the advantages of using the tool
  - Identify the 14 Permitted Uses and Disclosures
  - Describe the PHIMT terminology, user roles, and permissions
  - Explain the PHIMT Hierarchy



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## Introduction to PHIMT

# What is the PHIMT?

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- The PHIMT is a web-based application that assists in complying with the HIPAA Privacy Disclosure Accounting Requirement
  - Commercial Off-The-Shelf (COTS) product customized for TRICARE Management Activity (TMA)
  - Deployed in October 2003 with a series of training supporting the deployment to the Military Treatment Facilities (MTFs)
  - Centrally managed application that is accessed via the Internet



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## Introduction to PHIMT

# Why Does the PHIMT Exist?

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- The HIPAA Privacy Rule requires a Covered Entity (CE) to maintain a history of when and to whom disclosures of protected health information (PHI) are made for purposes other than treatment, payment and healthcare operations (TPO)
- Individuals have the right to receive an accounting of disclosures of PHI made by the CE
- The Military Health System (MHS) must be able to provide an accounting of those disclosures to an individual upon request
  - Not required to account for disclosures that occurred prior to the April 14, 2003 compliance date
- To comply with this requirement, TMA provides an electronic disclosure-tracking tool



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# Introduction to PHIMT

## Tool Capabilities

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- The tool enables users to:
  - Track PHI Requests or Release of Information
  - Maintain authorizations
  - Track complaints
  - Create an automated workflow process developed by the users
  - Create pre-defined requesters from organizations
  - View the details about the information disclosed
- It allows users to track disclosures, document requests for amendments and authorizations, document complaints and restrictions to PHI



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## Introduction to PHIMT

# Advantages of the PHIMT

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- Consolidates multiple tasks into one electronic environment
- Web based, centrally managed system
- Over 2000 users worldwide
- Protects the data
  - Allows for role-based access in maintaining the records and accessing patient information
  - DISA Protected Enclave
  - Defense Information Assurance Certification and Accreditation Process (DIACAP) certified
- Pre-populated drop-down fields
- Streamlined disclosure process

## Multiple Disclosure Accounting



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## Introduction to PHIMT

# 14 Permitted Uses and Disclosures (1 of 2)

- Permitted Uses and Disclosures

- For the permitted uses and disclosures listed below, a patient's opportunity to agree or object is not required

- 1. As required by law**
- 2. Avert serious threats to health or safety**
- 3. Specialized government functions**
- 4. Judicial and administrative proceedings**
- 5. Medical facility patient directories**
- 6. Cadaver organ, eye or tissue donation purposes**
- 7. Victims of abuse, neglect or domestic violence**



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## Introduction to PHIMT

# 14 Permitted Uses and Disclosures (2 of 2)

- Permitted Uses and Disclosures
  - For the permitted uses and disclosures listed below, a patient's opportunity to agree or object is not required

- 8. Inmates in correctional institutions or in custody**
- 9. Workers' compensation**
- 10. Research purposes**
- 11. Public health activities**
- 12. Health oversight activities**
- 13. About decedents**
- 14. Law enforcement purposes**



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## Introduction to PHIMT

# Key PHIMT Terminology

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- **User** - an individual assigned to an organization within the tool
- **Organization** - a logical or physical entity such as an MTF, a Service or TMA
- **Role** - a named collection of permissions within the tool
  - A user can have the same roles in multiple organizations, or different roles in multiple organizations



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## Introduction to PHIMT

# User Roles and Permissions

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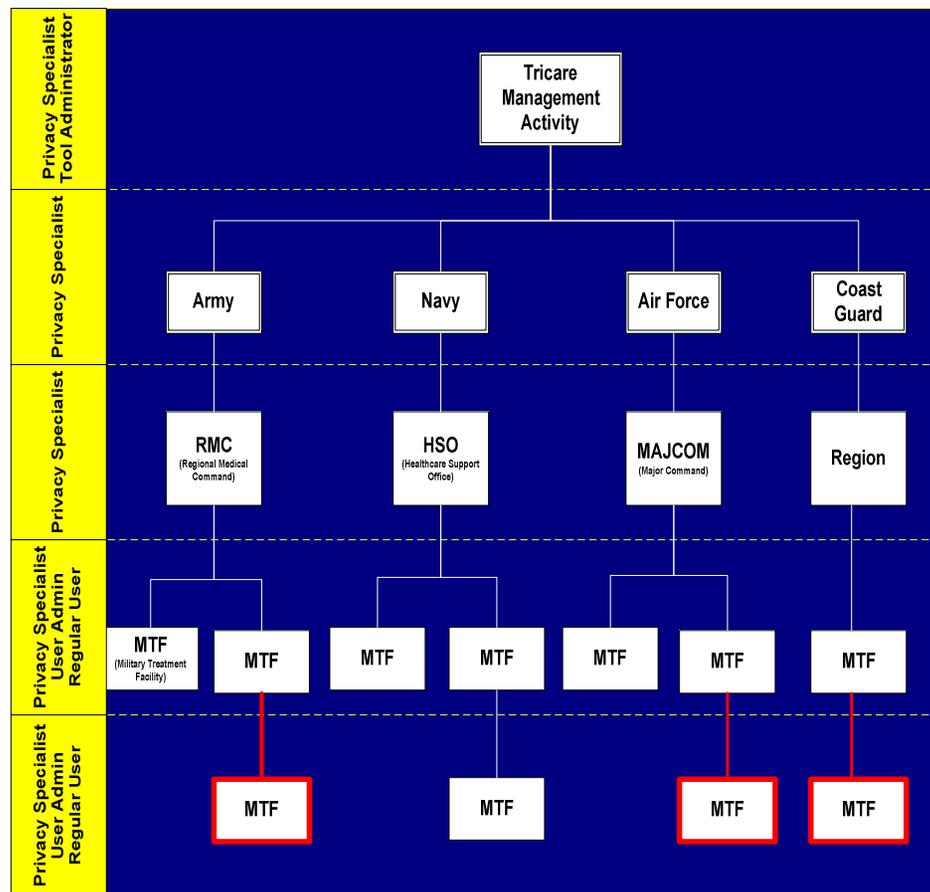
- **User Admin** is a local admin for an MTF or a designated Service. This role may be handled by the email account administrators for each MTF or Service
- **Privacy Specialist** is the Privacy Officer or designee at an MTF or Service level. This role allows the user to maintain disclosure reporting, approve/deny disclosure requests, amendments to requests, restrictions to disclosures, disclosure suspensions and generate associated letters
- **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



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# Introduction to PHIMT Hierarchy



\*  These do not exist at this point, but can be added to the PHIMT



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# Introduction to PHIMT

## Summary

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- You should now be able to:
  - Explain what the PHIMT is and why it exists
  - Describe the capabilities of the PHIMT
  - Identify the advantages of using the tool
  - Identify the 14 Permitted Uses and Disclosures
  - Describe the PHIMT terminology, user roles, and permissions
  - Explain the PHIMT Hierarchy



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# Privacy Specialist Functionality

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# Privacy Specialist Functionality Objectives

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- Upon completion of this training you should be able to :
  - Perform the Patient Search
  - Approve/Deny a Request for Disclosure/Accounting of Disclosures
  - Record a Disclosure/Accounting of disclosures
  - Amend a disclosure
  - Create a suspension
  - Record a restriction
  - Generate correspondence
  - Create/sign/revoke an authorization
  - Record a complaint



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## Privacy Specialist Functionality

# Common Access Card

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- The PHIMT is Common Access Card (CAC) enabled
- All users must have a CAC in order to login to the PHIMT



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# Privacy Specialist Functionality

## Patient Search (1 of 4)

The first step of all patient activities in the PHIMT is the patient search

1. Select the Patient Tab
2. Enter the patient search criteria
3. Click on the Search button

Current Patient: None

Patient Profile

▣ Patient Search

**Patient 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 -

EDIPN (DoD EDI Person Identifier)

- OR -

by System ID (the identifier created by this system for the person)

Search

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# Privacy Specialist Functionality

## Patient Search (2 of 4)

***NOTE:** The search limitation within the PHIMT is 600 records. This means that if your search results in over 600 records you must narrow your search*

Current Patient: None

Patient Profile

▣ Patient Search

**Patient Search**

Error(s) have occurred:  
■ Too many results (over 600) match your search criteria, please change or provide additional criteria and resubmit.

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 -

EDIPN (DoD EDI Person Identifier)

- OR -

by System ID (the identifier created by this system for the person)

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# Privacy Specialist Functionality

## Patient Search (3 of 4)

4. Enter additional search criteria (if applicable)
5. Select the patient from the Patient Search Results screen

Current Patient: None

Patient Profile

- Patient Search

**Patient Search Results**

Search Results - Click on the name to select a person

Name	ID	SSN	Sponsor SSN	Birth Date	Address
<u>Smith, Joe</u>					
<u>Smith, Joe</u>					

Other options:  
[Adjust your search criteria and try again.](#)  
[Create a new Patient record.](#)

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# Privacy Specialist Functionality

## Patient Search (4 of 4)

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

Wednesday, February 16, 2005 [Patient Search](#) [Logoff](#)

Patient User Admin Requests Requester

**Current Patient:**  
Smith, Joe J  
07/05/1968  
FMP-SSSN:20-121131414

**Summary**

An alternate address exists for this patient.

**Summary Item Filters**

All  Disclosures  Suspensions  Restrictions  Reports  Letters  Authorizations  Complaints

Summary  
Requests  
Record Disclosure  
Accounting Suspensions  
Disclosure Restrictions  
Authorization  
Patient Profile

[Patient Search](#)

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## Privacy Specialist Functionality

### Approving/Denying a Request (1 of 4)

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- Once a request for an accounting of disclosures has been recorded, a Privacy Specialist must approve or deny the request
- Once routed, the request will display in the Privacy Specialist's worklist
- Once a Regular User routes a request for disclosure to the Privacy Specialist, the request will display in the Privacy Specialist's worklist
- The Privacy Specialist will then approve or deny the request

*NOTE: Those disclosures recorded by the Privacy Specialist 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 the Privacy Specialist's worklist for later action*



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# Privacy Specialist Functionality

## Approving/Denying a Request (2 of 4)

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

Tuesday, January 25, 2005 Patient Search Logoff

Patient **User** Admin Requests Requester

**Current User:**  
Wilson, James  
US TMA

My Profile  
My Requests  
**My Worklist**  
Switch organizations

### User Worklist

Activity Instance ID	Request Session ID	Activity ID	Source	Patient	Requester	Status	Creation Date
<a href="#">edit</a>	369	291	Request Approval (Disclosure)	Kramer, Peter	Kramer, Peter	Action Pending	01/25/2005

### Naval Hospital Worklist

Activity Instance ID	Request Session ID	Activity ID	Source	Patient	Requester	Status	Creation Date
<i>There are no activities for this queue</i>							

Accept



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# Privacy Specialist Functionality

## Approving/Denying a Request (3 of 4)

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

The screenshot displays a web application interface for managing privacy requests. On the left, a navigation menu includes 'Summary', 'History', 'Documents', 'Request Details', 'Disclosure Details', and 'Request Action'. Below this menu are links for 'Create New Request' and 'Search for a Request'. The main content area is titled 'Patient' and contains the following information:

- Name:** Peter Kramer
- SSN #:** 234125689
- Birth Date:** 08-11-1970
- Address:** 211 River Rd., Alexandria, VA 22454

Below the patient information is the 'Requester/Recipient' section, which also lists Peter Kramer as the name and address.

The 'Instructions' section contains a text box with the text 'Request Approval (Disclosure)'. Below this is the 'Activity Status' section, which features a dropdown menu. The dropdown menu is open, showing the following options: 'Approved', 'Action Pending', 'Approved', 'Denied', 'Cancelled', 'Route to Privacy Specialist', and 'Route to Other User'. The 'Approved' option is highlighted, and a red arrow points to it. Below the dropdown menu is a text box for 'Denied Part' with a description: '(for partially approved requests, describe part of request that was denied)'. Below this is a checkbox for 'Route Completed Request to Originator' with the description: '(route to the request creator for acknowledgement & document preparation)'. Below the checkbox is a text box for 'Comments' with the description: '(enter details about this activity)'. At the bottom of the form is an 'Update' button, which is highlighted with a red arrow.



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# Privacy Specialist Functionality

## Approving/Denying a Request (4 of 4)

- 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 request is no longer shown in your User Worklist*

Thursday, January 27, 2005 Patient Search Logoff

Patient User Admin Requests Requester

**Current Request:**  
Disclosure

Summary  
History  
Comments  
Request Details  
Disclosure Details  
Request Action

Create New Request  
Search for a Request

**Edit Request**

Request Activity History									
Activity Instance ID	Request Session ID	Activity ID	Source	Patient Id	Requester Id	User	Status	Creation Date	
369	291	Request Approval (Disclosure)		Kramer, Peter	Kramer, Peter	James Wilson	Approved	01/25/2005	

**Request Session Details** Edit

Description	Details
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 Writing



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## Privacy Specialist Functionality

# Recording a Disclosure (1 of 9)

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- The Privacy Specialist will record the disclosure using the same steps that the Regular User would use
  - Privacy Specialists have the ability to record and approve disclosures in one step
- This eliminates the two step process of recording the request, routing it to their work list, and then approving the request



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## Privacy Specialist Functionality

# Recording a Disclosure (2 of 9)

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1. Select the Patient Tab
  2. Enter the patient search criteria
  3. Click on the Search button
  4. Select the patient from the Patient Search Results screen
- The Patient Summary screen appears

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



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# Privacy Specialist Functionality

## Recording a Disclosure (3 of 9)

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

Thursday, January 27, 2005 [Patient Search](#) [Logoff](#)

Patient User Admin Requests Requester

**Current Patient:**  
Smith, Joe J  
07/05/1968  
FMP-SSSN: 20-121131414

Summary  
**Requests**  
**Record Disclosure**  
Accounting Suspensions  
Disclosure Restrictions  
Authorization  
Patient Profile

[Patient Search](#)

### Summary

An alternate address exists for this patient.

**Summary Item Filters** [Display](#)

All  Disclosures  Suspensions  Restrictions  Reports  Letters  Authorizations  Complaints

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# Privacy Specialist Functionality

## Recording a Disclosure (4 of 9)

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

Monday, October 8, 2007 Patient Search Logoff

Patient User Admin Requests Requester

**Current Patient:**  
Test, Osqqo  
10/17/1924  
EID:9672881967  
FMP-SSSN:03-111097267

### Record Disclosure

Fields marked with an asterisk (\*) are required.

\* Disclosure Frequency (the frequency, periodicity, or number of disclosures made)

Single Disclosure    Multiple Disclosures for the same Purpose

\* Requester (the organization or person requesting the disclosure)  ←

Name:  
Address:  
Phone:  
Contact Person:

\* Requester Identity Verified (was the requester's identity verified?)

Summary  
Requests  
Record Disclosure  
Accounting Suspensions  
Disclosure Restrictions  
Authorization  
Patient Profile

■ Patient Search



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# Privacy Specialist Functionality

## Recording a Disclosure (5 of 9)

### 8. Select the requester

Thursday, January 27, 2005 Patient Search Logoff

Patient User Admin Requests Requester

**Current Patient:**  
Smith, Joe J  
07/05/1968  
FMP-SSSN: 20-121131414

Summary  
Requests  
Record Disclosure  
Accounting Suspensions  
Disclosure Restrictions  
Authorization  
Patient Profile

▣ Patient Search

### Requester Search

Choose one of the following options:

**A. Select the Patient** (the request is being made by the Patient themselves)

**B. Select a Third-Party Organization** (a third-party requester, such as a law enforcement 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)

FMP-SSN (an external identifier for the person)

Include Patient Records  
 Include Non-Patient Records

**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.)

DMIS Code (the external identifier for the organization)



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TRICARE Management Activity

# Privacy Specialist Functionality

## Recording a Disclosure (6 of 9)

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

*NOTE: The disclosure description will automatically be populated when the disclosure type is selected*

*NOTE: All required fields are marked with an asterisk*

- Select the Disclosure Status from the drop-down box

\* Requester Identity Verified (was the requester's identity verified?)  
Patient Identifier: [dropdown]  
Description of Requester Identity Verification (required if requester identity verification was defined as 'other')  
[text area]  
\* Request Date (the disclosure request date in MM/DD/YYYY format)  
10/08/2007 [calendar icon]  
\* 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 [dropdown]  
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  
[text area]  
Disclosure Status (the status of the disclosure)  
Cancelled [dropdown]  
Complete [dropdown]  
Pending [dropdown]  
Undefined [dropdown]  
the disclosure date in MM/DD/YYYY format



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# Privacy Specialist Functionality

## Recording a Disclosure (7 of 9)

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

Complete

\* **Disclosure Date** (the disclosure date in MM/DD/YYYY format)  
01/27/2005

**Treatment Start Date** (the treatment or service start date in MM/DD/YYYY format)  
01/03/2005

**Treatment End Date** (the treatment or service end date in MM/DD/YYYY format)  
01/06/2005

**Treatment Identifier** (the treatment or service identifier)  
\_\_\_\_\_

\* **Origin Organization** (where the disclosure originated)  
US TMA

\* **Disclosure Purpose** (the purpose of the disclosure)  
Law Enforcement

Other:  
\_\_\_\_\_

\* **Protected 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)
- Operative Report(s)
- Pathology Report(s)
- Progress Notes

Other:  
\_\_\_\_\_



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# Privacy Specialist Functionality

## Recording a Disclosure (8 of 9)

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

Laboratory Test(s)  
 Operative Report(s)  
 Pathology Report(s)  
 Progress Notes

Other:

**Disclosure Comments** *(the INTERNAL comments for this disclosure - these do NOT show up in the Protected Health Information disclosure report)*

**Improper Disclosure** *(checked if this disclosure occurred improperly)*

**Improper Disclosure Description** *(the details about the improper disclosure)*

**Improper Disclosure Mitigation** *(the details about how the improper disclosure was mitigated)*

←



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# Privacy Specialist Functionality

## Recording a Disclosure (9 of 9)

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

Thursday, January 27, 2005 Patient Search Logoff

Patient User Admin Requests Requester

**Current Patient:**  
Smith, Joe J  
07/05/1968  
FMP-SSSN:20-  
121131414

**Record Disclosure**

**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.**

**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 is Requester

**Request Form** *(the form of the disclosure request)*  
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:

Summary  
Requests  
Record Disclosure  
Accounting Suspensions  
Disclosure Restrictions  
Authorization  
Patient Profile

■ Patient Search



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## Privacy Specialist Functionality

# Amending Disclosures (1 of 5)

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- A Privacy Specialist is 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
  - The disclosure was made incorrectly



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# Privacy Specialist Functionality

## Amending Disclosures (2 of 5)

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

Current Patient: None

Patient Profile

- Patient Search

**Patient Search Results**

Search Results - Click on the name to select a person

Name	ID	SSN	Sponsor SSN	Birth Date	Address
<u>Smith, Joe</u>					
<u>Smith, Joe</u>					

Other options:  
[Adjust your search criteria and try again.](#)  
[Create a new Patient record.](#)

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# Privacy Specialist Functionality

## Amending Disclosures (3 of 5)

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

Thursday, January 27, 2005 [Patient Search](#) [Logoff](#)

Patient User Admin Requests Requester

**Current Patient:**  
Smith, Joe J  
07/05/1968  
FMP-SSSN:20-  
121131414

**Summary**

An alternate address exists for this patient.

**Summary Item Filters**

All  Disclosures  Suspensions  Restrictions  Reports  Letters  Authorizations  Complaints

Summary  
Requests  
Record Disclosure  
Accounting Suspensions  
Disclosure Restrictions  
Authorization  
Patient Profile

[Patient Search](#)

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# Privacy Specialist Functionality

## Amending Disclosures (4 of 5)

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

Patient | User | Admin | Requests | Requester

**Current Patient:**  
Smith, Joe J  
07/05/1968  
FMP-SSSN: 20-  
121131414

Summary  
Requests  
Record Disclosure  
Accounting Suspensions  
Disclosure Restrictions  
Authorization  
Patient Profile

[Patient Search](#)

**Summary**  
An alternate address exists for this patient.

**Summary Item Filters**

All  Disclosures  Suspensions  Restrictions  Reports  Letters  Authorizations  Complaints

**Disclosures (Suspended disclosures are highlighted in red)**

ID	Date	Type	Origin	Received By	Protected Health Information	Purpose	Status
<a href="#">286</a>	01/27/2005	Law Enforcement Purposes	US TMA	Law Offices of Joe Gibbs	Complete Health Record(s)	Law Enforcement	Complete
<a href="#">137</a>	07/27/2004	Law Enforcement Purposes	325th Medical Group	Joe J Smith	Laboratory Test(s)	Law Enforcement	Complete
<a href="#">100</a>	07/20/2004	Research Purposes	325th Medical Group	Home of Michele	History and Physical Examination, Progress Notes	Medical	Complete



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## Privacy Specialist Functionality

# Amending Disclosures (5 of 5)

The Record Disclosure screen will display

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

**Disclosure Comments** *(the INTERNAL comments for this disclosure - these do NOT show up in the Protected Health Information disclosure report)*

**Improper Disclosure** *(checked if this disclosure occurred improperly)*

←

**Improper Disclosure Description** *(the details about the improper disclosure)*

sent to wrong address

**Improper Disclosure Mitigation** *(the details about how the improper disclosure was mitigated)*

Privacy Officer spoke with patient.

Update ←



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## Privacy Specialist Functionality

# Creating a Suspension (1 of 5)

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- The CE 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
  - Health oversight activities
- Privacy Specialists have the ability to enter an accounting suspension in two ways
  - Specific disclosure (Recommended)
  - Type of disclosure

Once entered, the suspension can be viewed by all users



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# Privacy Specialist Functionality

## Creating a Suspension (2 of 5)

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

Sunday, January 30, 2005 [Patient Search](#) [Logoff](#)

Patient User Admin Requests Requester

**Current Patient:**  
Kramer, Peter  
08/11/1970  
FMP-SSSN: 30-  
211128767

**Summary**

**Summary Item Filters** [Display](#)

All  Disclosures  Suspensions  Restrictions  Reports  Letters  Authorizations  Complaints

Summary  
Requests  
Record Disclosure  
**Accounting Suspensions**  
Disclosures Restrictions  
Authorization  
Patient Profile

[Patient Search](#)

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# Privacy Specialist Functionality

## Creating a Suspension (3 of 5)

### 3. Select the Specific Disclosure hyperlink

Sunday, January 30, 2005 Patient Search Logoff

Patient User Admin Requests Requester

**Current Patient:**  
Kramer, Peter  
08/11/1970  
FMP-SSSN: 30-211128767

Summary  
Requests  
Record Disclosure  
Accounting Suspensions  
Disclosure Restrictions  
Authorization  
Patient Profile

[Patient Search](#)

### Accounting Suspensions

Suspension ID	Suspended Disclosure	Identifier	Start Date	End Date	Comments
---------------	----------------------	------------	------------	----------	----------

**Create New Accounting Suspension**

For the current Patient, suspend their disclosure accounting rights for a **specific disclosure**. Use this to suspend a single disclosure.

For the current Patient, suspend their disclosure accounting rights for a **type of disclosure**. Use this to suspend more than one disclosure of a particular type.

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# Privacy Specialist Functionality

## Creating a Suspension (4 of 5)

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 Logoff

Patient User Admin Requests Requester

**Current Patient:**  
Kramer, Peter  
08/11/1970  
FMP-SSSN 30-  
211128767

Summary  
Requests  
Record Disclosure  
Accounting Suspensions  
Disclosure Restraints  
Authorization  
Patient Profile

Accounting Suspension

**Patient Disclosures (Suspended disclosures are highlighted in red)**

Suspend	Disclosure ID	Date	Type	Origin	Receiving Entity	PHI	Purpose	Status
<input checked="" type="radio"/>	268	01/25/2005	Law Enforcement Purposes	US TMA	Peter Kramer	Complete Health Record (s)	Law Enforcement	Complete

\* **Requesting Statement** (The agency or official statement requesting the Patient suspension. If the request is oral, this must include the identity of the agency or official making the statement)

as requested by attorney

**Form of Requesting Statement** (The form of the statement requesting suspension)

Written  Oral

\* **Justification** (mandatory comments explaining the justification for the Patient suspension)

directed by attorney

\* **Start Date** (The start date from which the disclosure will not be reported to the Patient in MM/DD/YYYY format)

01/11/2005

\* **End Date** (The end date after which time the Patient will be able to access the disclosure in MM/DD/YYYY format)

01/26/2005



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# Privacy Specialist Functionality

## Creating a Suspension (5 of 5)

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

**Form of Requesting Statement** *(The form of the statement requesting suspension)*

Written  Oral

**\* Justification** *(mandatory comments explaining the justification for the Patient suspension)*

directed by attorney

**\* Start Date** *(The start date from which the disclosure will not be reported to the Patient in MM/DD/YYYY format)*

01/30/2005

**\* End Date** *(The end date after which time the Patient will be able to access the disclosure in MM/DD/YYYY format)*

02/05/2005

**Identifier** *(The OPTIONAL identifier for the suspension, could be a case number, warrant number, subpoena ID, etc.)*

**Comments** *(OPTIONAL general comments about or for the Patient)*

Save



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## Privacy Specialist Functionality

# Recording a Restriction (1 of 4)

---

- DoD 6025.18-R Chapter 10 describes the rights to request privacy protection for PHI
  - The CE is not required to agree to such requests
  - Requests may be made orally or in writing, but must be documented
  - The CE must provide a response to the individual
- Privacy Specialists can record and approve or deny requests for disclosure restrictions
  - Once approved or denied, a letter with an explanation can be generated



HEALTH AFFAIRS



# Privacy Specialist Functionality

## Recording a Restriction (2 of 4)

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

Sunday, January 30, 2005 [Patient Search](#) [Logoff](#)

Patient User Admin Requests Requester

**Current Patient:**  
Kramer, Peter  
08/11/1970  
FMP-SSSN:30-  
211128767

**Summary**

**Summary Item Filters**

All  Disclosures  Suspensions  Restrictions  Reports  Letters  Authorizations  Complaints

Summary  
Requests  
Record Disclosure  
Accounting Suspensions  
**Disclosure Restrictions**  
Authorization  
Patient Profile

[Patient Search](#)

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# Privacy Specialist Functionality

## Recording a Restriction (3 of 4)

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

Sunday, January 30, 2005 Patient Search Logoff

Patient User Admin Requests Requester

**Current Patient:**  
Kramer, Peter  
08/11/1970  
FMP-SSSN:30-  
211128767

### Disclosure Restrictions

**Disclosures Restrictions**

ID	Type	Start Date	End Date	Outcome	Destination	Details
----	------	------------	----------	---------	-------------	---------

Summary  
Requests  
Record Disclosure  
Accounting Suspensions  
Disclosure Restrictions  
Authorization  
Patient Profile

[Patient Search](#)

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# Privacy Specialist Functionality

## Recording a Restriction (4 of 4)

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 Logoff

Patient User Admin Requests Requester

**Current Patient:**  
Kramer, Peter  
08/11/1970  
FMP-SSSN: 30-211128767

Summary  
Requests  
Record Disclosure  
Accounting Suspensions  
Disclosure Restrictions  
Authorization  
Patient Profile

■ Patient Search

### Disclosure Restriction

\* **Disclosure Type** (the type of disclosure to restrict)  
Medical Facility Patient Directories

\* **Start Date** (The start date from which US TMA will not share this information with identified party; in MM/DD/YYYY format)  
01/26/2005

**End Date** (The OPTIONAL end date at which time US TMA will begin to share this information again; in MM/DD/YYYY format)  
[Empty field]

\* **Restriction Destination** (to whom information is being restricted?)  
spouse

**Details of Restriction** (what information is being restricted?)  
all medical records

**Outcome** (indicate whether request was approved or denied)  
Approved

Save



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## Privacy Specialist Functionality

# Generating Correspondence (1 of 2)

---

- 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



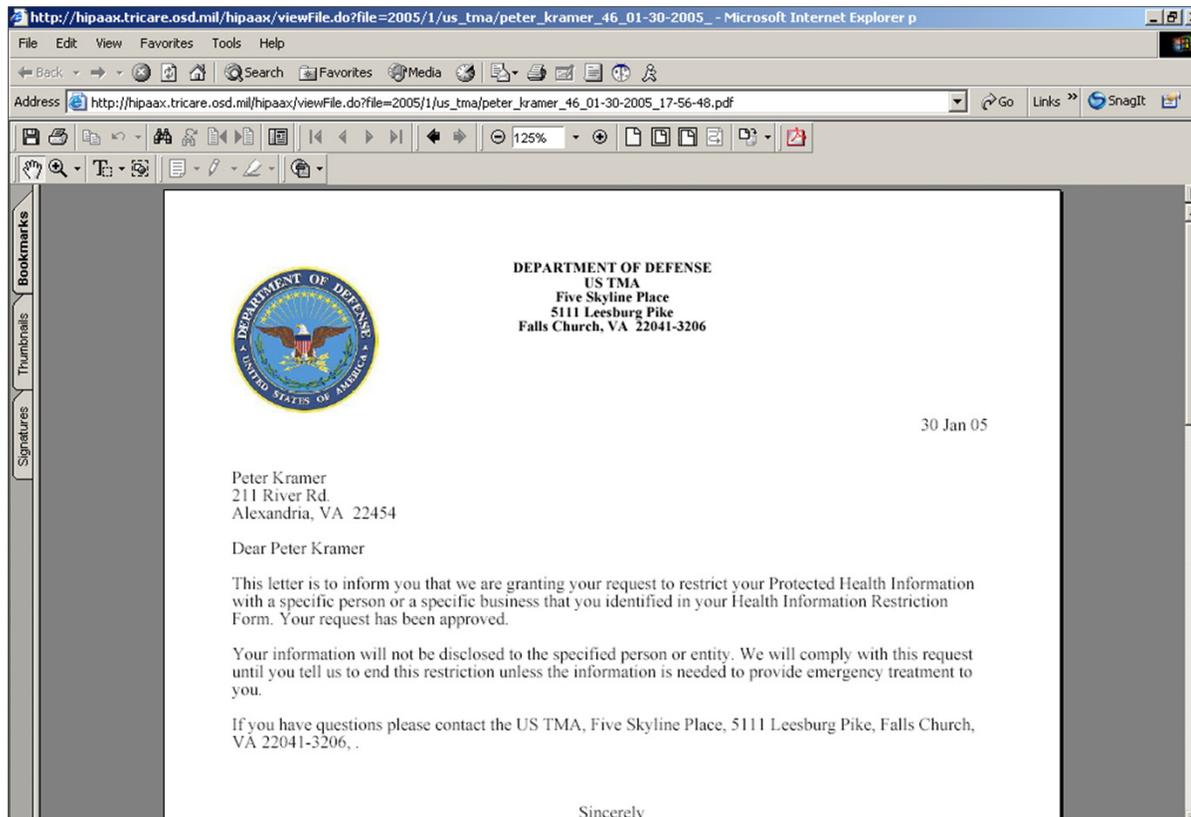
HEALTH AFFAIRS



# Privacy Specialist Functionality

## Generating Correspondence (2 of 2)

### The Approval letter



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## Privacy Specialist Functionality

# Creating an Authorization (1 of 5)

---

- The MHS uses the DD Form 2870 (Authorization for Disclosure of Medical or Dental Information)
- It authorizes an individual or organization to disclose a patient's medical or dental information
- Once an authorization has been created, the DD Form 2870 can be downloaded from the Privacy Office website, or from the DoD Forms website
- The form can also be generated using PHIMT



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# Privacy Specialist Functionality

## Creating an Authorization (2 of 5)

1. Select the Patient Tab
2. Search for and select the patient record
3. Select the Authorization hyperlink

Sunday, January 30, 2005 [Patient Search](#) [Logoff](#)

Patient User Admin Requests Requester

**Current Patient:**  
Smith, Joe J  
07/05/1968  
FMP-SSSN: 20-  
121131414

**Summary**

An alternate address exists for this patient.

**Summary Item Filters** [Display](#)

All  Disclosures  Suspensions  Restrictions  Reports  Letters  Authorizations  Complaints

Summary  
Requests  
Record Disclosure  
Accounting Suspensions  
Disclosures  
Restrictions  
**Authorization**  
Patient Profile

[Patient Search](#)

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# Privacy Specialist Functionality

## Creating an Authorization (3 of 5)

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 Patient Search Logoff

Patient User Admin Requests Requester

**Current Patient:**  
Smith, Joe J  
0740511968  
FMP-SSSN:20-  
121131414

**Authorization**

Type (the type of authorization to create)  
Standard Authorization

Summary  
Requests  
Record Disclosure  
Accounting Suspensions  
Disclosure Restrictions  
Authorization  
Patient Profile  
[Patient Search](#)

**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  
 Insurance  
 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



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## Privacy Specialist Functionality

# Creating an Authorization (4 of 5)

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 MM/DD/YYYY format)  
06/08/2004

**Authorization Expiration** (the expiration date of the authorization in MM/DD/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)  
[Empty dropdown menu]

**Treatment Type** (the type of Treatment)  
Outpatient and Inpatient

**Treatment Start Date** (the treatment or service start date in MM/DD/YYYY format)  
03/01/2004

**Treatment End Date** (the treatment or service end date in MM/DD/YYYY format)  
[Empty dropdown menu]

**Generate Authorization** (generate Authorization for Disclosure form for printing purposes)

Save



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# Privacy Specialist Functionality

## Creating an Authorization (5 of 5)

### DD Form 2870 in Adobe Acrobat format

**AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION**

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 6025.18-R.

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 1974 applies

PATIENT DATA		
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 Information: Personal Use, patient authorizes his brother to have a copy of entire medical record.
Information to be Released: entire medical record	



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## Privacy Specialist Functionality

# Signing an Authorization (1 of 3)

---

- 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



HEALTH AFFAIRS



# Privacy Specialist Functionality

## Signing an Authorization (2 of 3)

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

Sunday, January 30, 2005 Patient Search Logoff

Patient User Admin Requests Requester

**Current Patient:**  
Smith, Joe J  
07/05/1968  
FMP-SSSN:20-  
121131414

Summary  
Requests  
Record Disclosure  
Accounting Suspensions  
Disclosure Restrictions  
Authorization  
Patient Profile

[Patient Search](#)

### Summary

An alternate address exists for this patient.

**Summary Item Filters**

All  Disclosures  Suspensions  Restrictions  Reports  Letters  Authorizations  Complaints

**Authorizations (Revoked authorizations are highlighted in red)**

ID	Title	Description	Signed	Expiration	Revoked
<a href="#">402</a>	<a href="#">Standard Authorization</a>	For disclosures of 'entire medical record' to '1100 Main Street Woodbridge, VA 22321'		02/03/2006	
<a href="#">124</a>	<a href="#">Standard Authorization</a>	For disclosures of 'medical record' to 'Jenny Smith 152 Brook Land Charleston SC 29404'	07/20/2004	07/27/2005	07/20/2004



HEALTH AFFAIRS



## Privacy Specialist Functionality

# Signing an Authorization (3 of 3)

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 Status**

**Signed** *(checked if the authorization is signed)*

**Signed Date** *(the date that the authorization is signed in MM/DD/YYYY format)*

01/30/2005 

**Signed By Person** *(the individual who signed the authorization)*

Joe J Smith 

**Revoked Status**

**Revoked** *(checked if the authorization is revoked)*

**Revoked Date** *(the date that the authorization was revoked in MM/DD/YYYY format)*

01/30/2005 

**Revoked By Person** *(the individual who revoked the authorization)*

Joe J Smith 





HEALTH AFFAIRS



## Privacy Specialist Functionality

# Revoking an Authorization (1 of 3)

---

- DoD 6025.18-R, Section C5.2.5
- Privacy Specialists can revoke an authorization when instructed by a patient in writing
  - Except if:
    - The CE has taken action in reliance thereon
    - The authorization is for insurance coverage



HEALTH AFFAIRS



# Privacy Specialist Functionality

## Revoking an Authorization (2 of 3)

1. Select the Authorization ID hyperlink

Sunday, January 30, 2005 Patient Search Logoff

Patient User Admin Requests Requester

**Current Patient:**  
Smith, Joe J  
07/05/1968  
FMP-SSSN:20-  
121131414

Summary  
Requests  
Record Disclosure  
Accounting Suspensions  
Disclosure Restrictions  
Authorization  
Patient Profile

■ Patient Search

### Summary

An alternate address exists for this patient.

**Summary Item Filters**

All  Disclosures  Suspensions  Restrictions  Reports  Letters  Authorizations  Complaints

**Authorizations (Revoked authorizations are highlighted in red)**

ID	Title	Description	Signed	Expiration	Revoked
<a href="#">402</a>	Standard Authorization	For disclosures of 'entire medical record' to '1100 Main Street Woodbridge, VA 22321'	01/30/2005	02/03/2006	
<a href="#">124</a>	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



HEALTH AFFAIRS



## Privacy Specialist Functionality

# Revoking an Authorization (3 of 3)

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

The screenshot displays a web form for managing TRICARE authorizations. It is divided into two main sections: 'Signed Status' and 'Revoked Status'. The 'Revoked Status' section is highlighted with a red border. Below the form, an 'Update' button is visible, with a red arrow pointing to it from the left.

**Signed Status**  
Signed (checked if the authorization is signed)  
  
Signed Date (the date that the authorization is signed in MM/DD/YYYY format)  
01/30/2005  
Signed By Person (the individual who signed the authorization)  
Joe J Smith

**Revoked Status**  
Revoked (checked if the authorization is revoked)  
  
Revoked Date (the date that the authorization was revoked in MM/DD/YYYY format)  
01/30/2005  
Revoked By Person (the individual who revoked the authorization)  
Joe J Smith

Update



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## Privacy Specialist Functionality

# Recording a Complaint (1 of 9)

---

- Individuals have the right to make a complaint concerning TMA's implementation and compliance with the HIPAA Privacy Rule
- You must provide that process and make it available
- You must document all complaints and their disposition
- You must not intimidate, threaten, coerce, discriminate against, or take other retaliatory action against any individual for exercising their rights or obligations



HEALTH AFFAIRS



## Privacy Specialist Functionality

# Recording a Complaint (2 of 9)

---

- Privacy/Security Officers are able to track complaints using the PHIMT
- The PHIMT allows for easy tracking and documentation of complaints in one centrally managed application
- Privacy/Security Officers can quickly create complaint reports



HEALTH AFFAIRS



# Privacy Specialist Functionality

## Recording a Complaint (3 of 9)

1. Select the Requests Tab

The Create New Request Screen will appear



The screenshot shows a web application interface for TRICARE Management Activity. At the top, the date is Monday, August 8, 2005, and there are links for Patient Search and Logoff. Below the date is a navigation bar with tabs for Patient, User, Admin, Requests, and Requester. A red arrow points to the 'Requests' tab. On the left side, there is a sidebar with the current user information: Wilson, Leah, Primary Training Organization. Below this are links for My Profile, My Requests, My Worklist, and a link to Switch organizations. The main content area is titled 'User Worklist' and contains a table with the following columns: Activity Instance ID, Request Session ID, Activity ID, Source, Patient, Requester, Status, and Creation Date. Below the table, it says 'There are no activities on your worklist'. At the bottom of the page, there is a copyright notice: Copyright © New Governance, Inc. 2000-2004, ALL RIGHTS RESERVED. Version: 2.27 build [ 0918 ]



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## Privacy Specialist Functionality

# Recording a Complaint (4 of 9)

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

Select Request Type

- Complaint
- Disclosure
- Disclosure Accounting
- Simple Disclosure Request



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# Privacy Specialist Functionality

## Recording a Complaint (5 of 9)

4. Enter Patient Search criteria
5. Click on the Search button

Thursday, January 27, 2011 Patient Search Logoff

Patient User Admin Requests Requester

**Current Request:**  
Complaint

Select Complainant Complaint Details Documents Request Action

1 2 3 4

■ Create New Request  
■ Search for a Request

**Patient Search**

Sponsor SSN (in ###-##-#### format, enter '000-00-0000' if not known)  
 -  -

- OR -

by Name: State (Last) (First)  
 ,

(State) (Birth Date in MMDD/YYYY 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 



HEALTH AFFAIRS



# Privacy Specialist Functionality

## Recording a Complaint (6 of 9)

### 6. Select the Patient

The Complainant Details Screen will appear

Current Patient: None

Patient Profile

- [Patient Search](#)

### Patient Search Results

Search Results - Click on the name to select a person

Name	ID	SSN	Sponsor SSN	Birth Date	Address
<a href="#">Smith, Joe</a>					
<a href="#">Smith, Joe</a>					

Other options:  
[Adjust your search criteria and try again.](#)  
[Create a new Patient record.](#)

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Version: 2.50 build [ 0938 ]



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# Privacy Specialist Functionality

## Recording a Complaint (7 of 9)

7. Complete the Complaint Details: complaint type, complaint date, subject and description of the complaint
8. Scroll to the bottom of the screen and click on the Next button

Monday, August 8, 2005 Patient Search Logoff

Patient User Admin Requests Requester

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.



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# Privacy Specialist Functionality

## Recording a Complaint (8 of 9)

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 Logoff

Patient User Admin Requests Requester

Current Request: Complaint

Select Complainant Complaint Details **Documents** Request Action

1 2 3 4

Create New Request  
Search for a Request

### Documents

You may attach any document, with file size not exceeding 2M

**FILE 1: Document Title** (enter this document's title)

Please select a file you wish to attach

**FILE 2: Document Title** (enter this document's title)

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



HEALTH AFFAIRS



# Privacy Specialist Functionality

## Recording a Complaint (9 of 9)

12. Select the appropriate action from the drop-down box
13. Click on the Save button

Monday, August 8, 2005 Patient Search Logoff

Patient | User | Admin | Requests | Requester

**Current Request:**  
Complaint

■ Create New Request  
■ Search for a Request

Select Complainant (1) | Complaint Details (2) | Documents (3) | **Request Action (4)**

### Request Action

**Patient**  
Name: Betty Smith  
SSN #: 222222222  
Birth Date: 07-03-1975  
Address: 1125 West Pleasant View Dr., Ogden, UT 98277

**Details of the Request** (requester's comments about the scope of this 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.

**Approved Part** (for partially approved requests, describe part of request that was approved)

**Denied Part** (for partially denied requests, describe part of request that was denied)

**Action** (action for this request)  
Route to My Worklist

Back Save



HEALTH AFFAIRS



# Privacy Specialist Functionality Summary

---

- You should now be able to:
  - Perform the Patient Search
  - Approve/Deny a Request for Disclosure/Accounting of Disclosures
  - Record a Disclosure/Accounting of disclosures
  - Amend a disclosure
  - Create a suspension
  - Record a restriction
  - Generate correspondence
  - Create/sign/revoke an authorization
  - Record a complaint



HEALTH AFFAIRS



# Administrative Summary Reports

---



HEALTH AFFAIRS



# Administrative Summary Reports Objectives

---

- Upon completion of this training you should be able to:
  - Run Administrative Summary Reports
  - View Administrative Summary Reports
  - Interpret the report data



HEALTH AFFAIRS



## Administrative Summary Reports

# Report Capabilities

---

- 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
- Performed by Privacy Specialists



HEALTH AFFAIRS



# Administrative Summary Reports

## Administrative Summary Reports (1 of 2)

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

Sunday, January 30, 2005 Patient Search Logoff

Patient User **Admin** Requests Requester

**Current Admin:**  
Wilson, James  
US TMA

### Administrative Summary

Origin Organizations

- Administrative Summary
- Administrative Statistics
- Organizations
- Queue Users
- Disclosure Imports
- Disclosure Imports History

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# Administrative Summary Reports

## Administrative Summary Reports (2 of 2)

3. Select your Organization from the drop-down box

Sunday, January 30, 2005 Patient Search Logoff

Patient User Admin Requests Requester

**Current Admin:**  
Wilson, James  
US TMA

### Administrative Summary

**Origin Organizations** -- Select --

- Select --
- All
- 10th MED GROUP-USAF ACADEMY CO
- 10th Med GROUP- PETERSON AFB
- 11TH MED GRP-BOLLING
- 11th Wing
- 121ST GEN HOSP SEOUL
- 12th MED GRP-RANDOLPH
- 14th MED GRP-COLUMBUS
- 15th MED GRP-HICKAM
- 16th MED GRP-HURLBURT FIELD

ITS RESERVED



HEALTH AFFAIRS



# Administrative Summary Reports

## Report Results

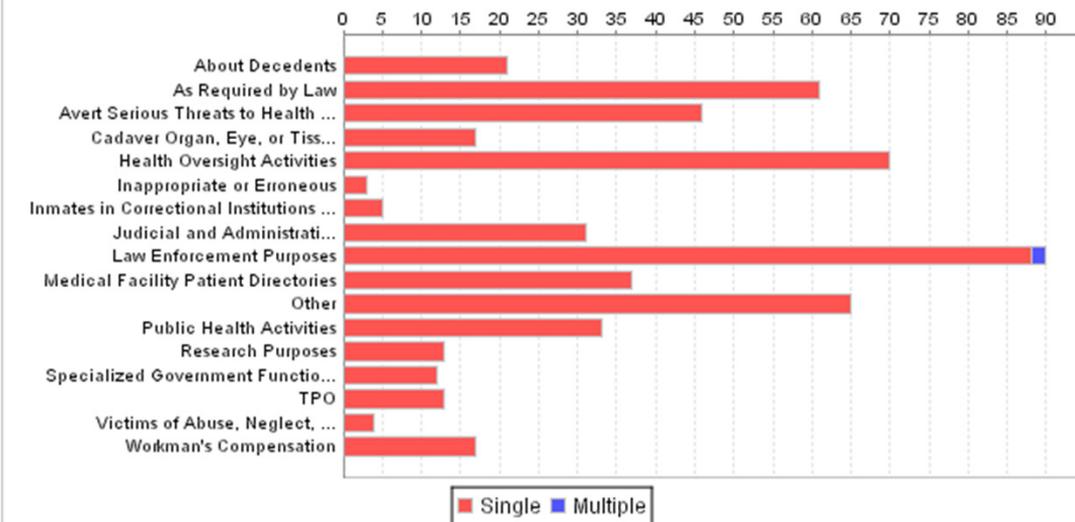
### Request Metrics

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 Requests)

Total Disclosures	538	Total Pending Disclosures	164
Total Multiple Disclosures	2		
Total Single Disclosures	536		

### Disclosures By Type



HEALTH AFFAIRS



# Administrative Summary Reports Summary

---

- You should now be able to:
  - Run Administrative Summary Reports
  - View Administrative Summary Reports
  - Interpret the report data



HEALTH AFFAIRS



# PHIMT Help Desk

---

- Responsible for:
  - Creating user accounts
  - Updating user accounts
  - Assisting users with questions and/or issues
- Contact Information
  - [mhssc@timpo.osd.mil](mailto:mhssc@timpo.osd.mil)
  - CONUS: (800) 600-9332
  - OCONUS: visit the MHS Help Desk web site (<https://mhssc.timpo.osd.mil>) for a list of access numbers



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# PHIMT

## Presentation Summary

---

- You should now be able to:
  - Identify the use of the PHIMT in meeting the Accounting of Disclosures requirement of the HIPAA Privacy Rule
  - Describe the necessary policies and procedures
  - Describe and perform all Privacy Specialist functionality
  - Describe and interpret the data that the PHIMT can provide for compliance measurement
  - Implement PHIMT at your facility



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