

Employee's Name:

Job Title:

Department/Service Assigned:

If employee falls into more than one functional category listed below, access should be granted based on the less restrictive category to meet the need of an intended purpose.

This table shows access or non access to PHI in regards to functional category, it does not show if a user needs access to their own System of Records (e.g. 24VA10P2) in order to complete their job functions. For a list of classes of people, please reference VHA Handbook 1605.02, Appendix B.

Immediate Supervisor: Check off functional category, review with employee, obtain signatures, and maintain copy in the *Supervisor's Personnel Files* (RCS 10-1, 05-3) for the individual employee. Review of Functional Category must be done on an annual basis, even if there is not a change.

	Functional Categories (Class of Persons)	Type of Protected Health Information Accessible	Allowable Systems of Records for Limited Access	Conditions for Access to Information
<input type="checkbox"/>	Direct Care Providers	Entire Health Record		Treatment of Individuals
<input type="checkbox"/>	Department of Veterans Affairs (VA) Researchers	Entire Health Record including research records		Activities as approved by an Institutional Review Board or Privacy Board
<input type="checkbox"/>	Indirect Care Providers	Entire Health Record		In support of treatment of individuals
<input type="checkbox"/>	Chief Business Office (CBO) Administrative	Entire Health Record		In support of CBO functions such as payment, reimbursement, income verification and eligibility benefits
<input type="checkbox"/>	Health Information Support Services	Entire Health Record		Assign diagnostic codes, transcribe, file, release information, scan, and provide or input registry data
<input type="checkbox"/>	Quality, Oversight and Investigations	Entire Health Record		Address medical inspections, investigations, complaint review and resolution, quality reviews, patient safety reviews, compliance, and provide congressional response
<input type="checkbox"/>	Chief of Police	Limited Health Record	79VA10P2, 24VA10P2	Reviewing Patient Inquiry
<input type="checkbox"/>	Police and Security Service	No Need for access to PHI		Security functions
<input type="checkbox"/>	Information Security, Privacy, Compliance, VISN Staff, Patient Advocate	Entire Health Record including research records		Monitoring and tracking of security privacy and compliance issues
<input type="checkbox"/>	Operations Support	No need for access to PHI		Internal operations.

	Functional Categories (Class of Persons)	Type of Protected Health Information Accessible	Allowable Systems of Records for Limited Access	Conditions for Access to Information
<input type="checkbox"/>	Leadership and Management	Limited access, where necessary to complete assignment	24VA10P2, 79VA10P2, 121VA10P2 and any other system of records with national data.	Operation and management, executive decisions for health care operations
<input type="checkbox"/>	Non Health Information Administrative Support	Limited Health Record, where necessary to complete assignment	79VA10P2, 24VA10P2	Administrative, public, and employee support
<input type="checkbox"/>	Environmental Support Staff	No need for access to PHI		Maintenance of grounds and buildings
<input type="checkbox"/>	Information Technology	Limited Health Record, where necessary to complete assignment	79VA10P2, 24VA10P2, 121VA10P2 and any other system of records for an IT system.	Maintenance and support of computer systems.
<input type="checkbox"/>	Veterans Canteen Service	No need for access to PHI		Retail and food services for employees and Veterans
<input type="checkbox"/>	Volunteer Services	Limited Health Record	79VA10P2, 24VA10P2	Transportation and other services

By signing this document I acknowledge and understand that I have been assigned the functional categories listed above and given computer access and VistA menu options if applicable to access and use Protected Health Information only in the performance of my official job duties and assigned task.

Employee's Signature:		Date:
Supervisor's Signature:		Date:
<input type="checkbox"/> Interim Review for Position Change	<input type="checkbox"/> Interim Review for Job Assignment Change	
The following changes have been made to employees' functional category:		
<input type="checkbox"/> No changes made, functional category and menu options to remain the same for this fiscal year.		
Employee's Signature:		Date:
Supervisor's Signature:		Date: