Definitions and Instructions for Using the Workforce Member Access Table (Appendix B)

User Type: Job title designation. If you have a question regarding your user type and/or if you fit into more than one designation, consult your supervisor to determine what user type applies.

Scope of Access:

> **Department-Wide Access (D):** is an access designation that allows DMH Workforce Members to access all PHI that is created and maintained anywhere by DMH.

> **Area-Wide Access (A):** is an access designation that allows DMH Workforce Members to access PHI created or maintained anywhere by DMH pertaining to an individual for whom the Area is responsible (DMH Policy 99-1 Area of Responsibility) and/or to whom the Area is providing a service.

> **Site-Wide Access (S):** is an access designation that allows DMH Workforce Members to access PHI created or maintained anywhere by DMH pertaining to an individual who is receiving a service and/or case management from the Site and/or for which the Site is conducting a eligibility assessment.

> **Facility-Wide Access (F):** is an access designation that allows DMH Workforce Members to access PHI created or maintained anywhere by DMH pertaining to an individual who is presently a patient in a Facility or Community Mental Health Center.

> **Caseload-Wide Access (C):** is an access designation that allows DMH Workforce Members to access PHI created or maintained anywhere by DMH pertaining to an individual in his/her current caseload, or an individual in the caseload of someone he/she supervises. Note: Individuals who present at a DMH operated Emergency Service Program or Outpatient Clinic are considered part of the applicable caseload.

> **Unit-Wide Access (U):** is an access designation that allows DMH Workforce Members to access PHI maintained by the applicable DMH Facility or Community Mental Health Center pertaining to an individual who is presently in a unit of a DMH Facility or Community Mental Health Center to which the DMH Workforce Member is assigned.

Specific PHI To Be Accessed: This establishes the types of PHI that a User Type may access. This section will refer either to a Designated Record Set(s) (as defined in Chapter 5 of the Privacy Handbook, Designated Record Sets) or specific elements of PHI that are contained in a Designated Record Set.

Unless it is otherwise designated in this section a User Type has access to both historical and current PHI.

> **Historical PHI:** is PHI about an individual who has been discharged that relates to the individual's past services, case management and/or eligibility determinations.

> **Current PHI:** is all PHI about an individual who is now receiving a service, case management, or is applying for services or who has been determined eligible and is awaiting services. Note: If a current record contains historical PHI, such historical PHI will be considered current for purposes of the above rule.

User Type-Individual Name or Job Type	*Scope of Access D, A, S, F, C, U	Minimum Necessary Access To:
		Specific PHI To Be Accessed: This establishes limitations to the types of PHI that a User Type may access. This section will refer either to a Designated Record Set(s) (as defined in Chapter 5 of the Privacy Handbook, Designated Record Sets) or specific elements of PHI that are contained in a Designated Record Set. **Electronic and Paper
CENTRAL OFFICE		
Commissioner	D	
Commissioner Support Staff	D	
Deputy Commissioner of Mental Health Services	D	
Asst. Commissioner of Mental Health Services	D	
Directors of Mental Health Services	D	
Director of Mental Health-Employment and Housing	D	688 Records, Housing Data, Homeless Data
Director of Mental Health-Housing	D	Housing Data, Homeless Data
Director of Mental Health-Consumer & Ex-Patient Relations	N/A	No Access Necessary
Mental Health Division Support Staff	D	
Asst. Commissioner of Forensic Services	D	
Director of Juvenile Forensic	D	Child/Adolescent Only- Medical Records, Raw Data, Client Funds, Case Management Records, Individual Direct Service Records, Eligibility Records, Service Coordination Records
Forensic Division Support Staff	D	
Area Forensic Directors	D	
Forensic Transition Team	C	
Asst. Commissioner of Child/Adolescent Services	D	
Director of Child/Adolescent Services	D	Child/Adolescent Only- Medical Records, Raw Data, Client Funds, Case Management Records, Individual Direct Service Records, Eligibility Records, Service Coordination Records
Child/Adolescent Division Utilization Reviewer	D	Child/Adolescent Only- Medical Records, Individual Direct Service Records, Service Coordination Records
Child/Adolescent Division Outreach Support	D	Child/Adolescent Only-Contract Records
Child/Adolescent Division Support Staff	D	
General Counsel	D	
Deputy General Counsel	D	
Administrative Counsel	D	
Employee Relations Counsel	D	
Legal Division Support Staff	D	
Chief of Staff	D	
Director of Investigations	D	
Manager of Investigations Database	D	PHI contained in incident reports
Investigations Department Support Staff	D	
Area Investigations Managers	C	
Investigators	C	
Director of Civil Rights & Multicultural Affairs	D	Interpreter/Translation Service Referrals/PHI in Clinical Consultation

Civil Rights Staff	N/A	No Access Necessary
Multicultural Affairs Liaison (Interpreter Services)	D	Interpreter/Translation Service Referrals
Director of Human Rights	D	
Director of Child/Adolescent Human Rights	D	
Compliance & Privacy Officer	D	
Deputy Commissioner of Clinical and Professional Services	D	
Director of Licensing	D	
Director of Program Evaluation	D	Housing Data
Licensing and Rehab. Option Coordinators	A	Housing Data
Director of Policy Development	N/A	No Access Necessary
Clinical and Professional Services Support Staff	D	
Asst. Commissioner of Administration and Finance	D	Billing Records, Contract Records, Pharmacy
Director of Revenue	D	Billing Records
Asst. Director of Revenue	D	Billing Records
Revenue Manager	D	Billing Records
Reimbursement Coordinator	D	Billing Records
Revenue Department Support Staff	D	Billing Records
Director of Accounting	D	Contract Records, Pharmacy
Asst. Director of Accounting	D	Contract Records, Pharmacy
Accounting Department Support Staff	D	Contract Records, Pharmacy
Director of Contracts	D	Contract Records
Asst. Director of Contracts	D	Contract Records
Contracts Department Support Staff	D	Contract Records
Director of Budget	N/A	No Access Necessary
Asst. Director of Budget	N/A	No Access Necessary
Budget Department Support Staff	N/A	No Access Necessary
Director of Facilities (Buildings Management)	N/A	No Acess Necessary
Asst. Director of Facilities	N/A	No Access Necessary
Facilities Department Support Staff	N/A	No Access Necessary
Asst. Commissioner of Applied Information Technology	D	
AIT/MHIS Support	D	Electronic Only- Medical Records, Case Management Records, Individual Direct Service Records, Service Coordination Records, Billing Records
AIT/Other	N/A	No Access Necessary
AREA OFFICE		
Area Director	A	
Area Director Support Staff	A	
Area Operations Manager	A	Area-Billing Records, Contract Records
Area Operations Manager Support Staff	A	Area-Billing Records, Contract Records
Human Resource Staff	N/A	No Access Necessary
Director of Revenue	A	Area-Billing Records
Director of Contracts	A	Area-Contract Records

AIT/Other	N/A	No Access Necessary
Area Medical Director	A	
Area Medical Director Support Staff	A	
Child/Adolescent Service Director	A	Child/Adolescent Only- All Area Designated Record Sets
Child/Adolescent Support Staff	C	Child/Adolescent Only- Eligibility Records, Case Management Records, Service Coordination Records
Child/Adolescent Case Managers	C	Child/Adolescent Only-Case Management Records, Service Coordination Records, Individual Direct Service Records, Medical Records
Director of Project Management	A	Child/Adolescent Only- All Area Designated Record Sets
Child/Adolescent EDS-Clinical	D	Child/Adolescent Only
Director of Community Services	A	Adult Only-All Area Designated Record Sets
Community Services Support Staff	A	Adult Only-All Area Designated Record Sets
Director of Program Management	A	Adult Only-All Area Designated Record Sets
Housing/Employment Directors	A	Area-Service Coordination Records, Housing Data, Homeless Data
Adult EDS-Clinical	D	Adult Only
Director of Quality Management	A	
Quality Management Support Staff	A	
Compliance Officer	A	
Area Counsel	D	
Area Legal Office Support Staff	D	
Staff Development Coordinator	N/A	No Access Necessary
SITE OFFICE		
Site Director	S	
Site Office Support Staff	S	
Adult Case Managers	C	Adult Only-Case Management Records, Service Coordination Records, Individual Direct Service Records, Medical Records
Child/Adolescent Case Managers	C	Child/Adolescent Only-Case Management Record, Service Coordination Records, Individual Direct Service Records, Medical Records
FACILITY/CMHC		
Center Director	F	
COO	F	
Medical Director	F	
Director of Nursing	F	
Director of Social Work	F	
Director of Psychology	F	
Director of Occupational Therapy	F	
Director of Facilities (Building Management)	N/A	No Access Necessary
Director of Utilization Management	F	All Facility Medical Records
Director of Health Information Management	F	All Facility Medical Records
Director of Quality Management	F	All Facility Medical Records
Director of Staff Development	N/A	No Access Necessary
Campus Police Officer	C	Demographic Data, PHI in Building Restriction Forms
Clinical Nurse Specialist	F	All Facility Medical Records
COTA	C	

Counseling Student	C	
Dietary Staff	F	Pt. Names, Diet Specific PHI
Dietitian (RD)	F	Medical Records, Medication Records
Expressive Therapy	C	
Facility Admissions Director	S	
Facility Service Worker	N/A	No Access Necessary
Finance Office	F	Client Funds
Forensic-DFP	F	
Human Rights Officer	F	
Lab Technician	C	
LPN	U	
Med. Records Clerk	F	Medical Records
Medical Student	F	
Mental Health Worker	U	Medical Records-Current PHI Only
Nurse Practioner	F	
Nursing Clerk	U	Medical Records
Nurse Manager	F	
Nursing Student	U	
Nursing Supervisor	F	
Nursing Ward Clerk	U	Medical Records
Occupational Therapy	C	
Occupational Therapy Intern	C	
Pastoral Services	C	Medical Records
Patient Benefits	F	Medical Records, Client Funds Records
Pharmacist	F	
Pharmacy Intern	F	
Phlebotomist	C	Demographic, Client Funds Records, Lab Records
Physician	F	
Psychiatrist	F	
Psychiatrist Resident	F	
Psychologist	C	
Psychology Student	C	
Recreational Therapy-Licensed	C	
Rehabilitation Staff	C	
Rehabilitation Student	C	
RN	U	
Revenue Manager	F	Billing Records
Safety Officer	F	Pt. Names & Unit, PHI related to Medical Equipment
Social Worker	C	
Social Worker Intern	C	
Transcriptionist	F	Discharge Summaries Only
Transportation	F	Pt. Names & Unit
Treasurers Office	F	Demographic, Client Funds Records
Vocational Counselor	C	Medical Records

Vocational Staff	C	Medical Records
X-Ray Technician	F	Demographic, Client Funds Records, X-Ray Films
STATE OPERATED PROGRAMS		
Residential		
Program Director	C	
Asst. Program Director	C	
Mental Health Worker	U	Individual Direct Service Records-Current PHI Only
Transitional Housing		
Program Director	C	
Social Worker	C	
Registered Nurse	C	
Occupational Therapist	C	
Mental Health Worker	U	Individual Direct Service Records-Current PHI Only
Emergency Service Program		
Program Manager	C	
Asst. Program Manager	C	
Psychiatrist	C	
Psychologist	C	
Registered Nurse	C	
Social Worker	C	
Emergency Service Clinician	C	
Mental Health Worker	U	Individual Direct Service Records-Current PHI Only
Emergency Service Support Staff	U	
Facility Service Worker	N/A	No Access Necessary
Outpatient Clinic		
Psychiatrist	C	
Registered Nurse	C	
Social Worker	C	
Outpatient Clinic Support Staff	U	

STATE OPERATED PROGRAMS		
Residential		
Program Director	P	Individual Direct Service Records, Client Funds Records
Asst. Program Director	P	Individual Direct Service Records, Client Funds Records
Mental Health Worker	U	Individual Direct Service Records, Client Funds Records
Transitional Housing		
Program Director	P	Individual Direct Service Records, Client Funds Records
Social Worker	P	Individual Direct Service Records, Client Funds Records
Registered Nurse	P	Individual Direct Service Records, Client Funds Records
Occupational Therapist	P	Individual Direct Service Records, Client Funds Records
Mental Health Worker	U	Individual Direct Service Records, Client Funds Records
Emergency Service Program		
Program Manager	P	Individual Direct Service Records, Client Funds Records
Asst. Program Manager	P	Individual Direct Service Records, Client Funds Records
Psychiatrist	P	Individual Direct Service Records, Client Funds Records
Psychologist	P	Individual Direct Service Records, Client Funds Records
Registered Nurse	P	Individual Direct Service Records, Client Funds Records
Social Worker	P	Individual Direct Service Records, Client Funds Records
Emergency Service Clinician	P	Individual Direct Service Records, Client Funds Records
Mental Health Worker	U	Individual Direct Service Records, Client Funds Records
Emergency Service Support Staff	U	Individual Direct Service Records, Client Funds Records
Outpatient Clinic		
Psychiatrist	P	Individual Direct Service Records, Client Funds Records
Registered Nurse	P	Individual Direct Service Records, Client Funds Records
Social Worker	P	Individual Direct Service Records, Client Funds Records
Outpatient Clinic Support Staff	U	Individual Direct Service Records, Client Funds Records