

Functional Categories Assignment Form

(For Identifying Appropriate Levels of Access to Protected Health Information)

Directions: VHA Handbook 1605.2 requires VHA workforce members to be classified into at least one functional category based on duties and responsibilities. The type of protected health information designated under a functional category is the maximum allowable information for the individuals in that category. VHA personnel may only access the protected health information authorized for their functional categories.

This form must be completed prior to being provided access to VHA systems and information. VHA personnel must be aware of which functional category they are in.

Immediate Supervisor: Check the appropriate boxes, fill in the required information, review with employee, obtain signatures and maintain the original in the **employee's desk file**.

Is this an: Initial Assessment Annual Assessment Position Change

Position Title: _____ Service Line & Dept: Research & Development

Employee's Name: _____

<input type="checkbox"/> No need for access (EMS, food service employee etc...)			
√	Functional Category	Type of PHI Accessible	Conditions for Access to Information
<input type="checkbox"/>	Direct Care Provider	Entire Medical Record	Treatment of Individuals
<input type="checkbox"/>	Indirect Care Provider	Entire Medical Record, where necessary to complete assignment	In support of treatment of individuals
<input type="checkbox"/>	VA Researcher	Entire Medical Record including research records	Activities as approved by IRB or Privacy Board
<input type="checkbox"/>	Business Office Adm.	Limited Medical Record	For oversight of reimbursement, payment and financial services
<input type="checkbox"/>	Health Information Support Services	Entire Medical Record, where necessary to complete assignment	Assign, diagnostic codes to transcribe, file, release information, provide or input registry data
<input type="checkbox"/>	Quality, Oversight and Investigations	Entire Medical Record including research records	Medical inspections, investigations, complaint review and resolution, quality reviews and compliance, congressional response
<input type="checkbox"/>	Safety	Limited Medical Record	Patient safety, radiation safety and environmental safety, biomedical safety
<input type="checkbox"/>	Security	Entire medical Record including research records	Monitoring and tracking of security issues
<input type="checkbox"/>	Operations Support and Environmental Services	No need for access	Contracting, Human Resources, acquisitions, environmental, engineering, employee education service, forms, publications, library
<input type="checkbox"/>	Leadership & Management	Entire Medical Record including research records, where necessary to complete assignment	Operation and Management, executive decisions for health care operations
<input type="checkbox"/>	Administrative Support	Limited medical record, where necessary to complete assignment	Administrative Support, medical media, public affairs, mail room, telecommunications, information desk
<input type="checkbox"/>	Eligibility & Enrollment Staff	Limited Medical Record	For enrollment, eligibility, income and insurance verification
<input type="checkbox"/>	Information Technology	Entire Medical Record including research records, where necessary to complete assignment	Computer systems maintenance and support
<input type="checkbox"/>	Veterans Canteen Service	No need for access	Cafeteria, retail store
<input type="checkbox"/>	Volunteer Services (not covered elsewhere)	Limited Medical Record	Transportation and other services

Employee's Signature/Date

Supervisor's Signature/Date

Service Line Leader Signature/Date