Protected Health Information Management Tool (PHIMT)

Privacy Specialist
Version 3.0
April 2011

HEALTH AFFAIRS

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Defense Health Agency

PHIMT
Training Objectives

- 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

Introduction to PHIMT

Objectives

- 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

What is the PHIMT?

- 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 Defense Health Agency (DHA)
  - 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

Why Does the PHIMT Exist?

- 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, Defense Health Agency provides an electronic disclosure-tracking tool

Introduction to PHIMT

Tool Capabilities

- 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

Advantages of the PHIMT

- 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

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**

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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Key PHIMT Terminology

- **User** - an individual assigned to an organization within the tool
- **Organization** - a logical or physical entity such as an MTF, a Service or DHA
- **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

Introduction to PHIMT

User Roles and Permissions

- **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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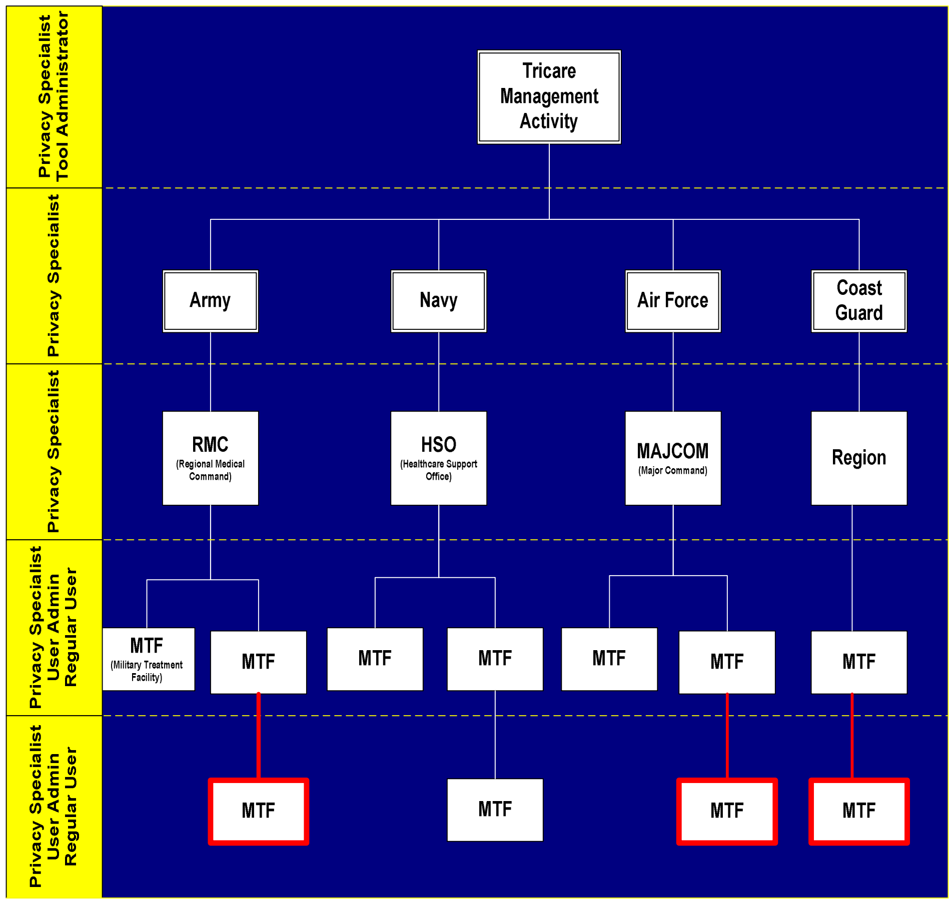
Introduction to PHIMT

Hierarchy



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

Summary

- 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

Privacy Specialist Functionality

Privacy Specialist Functionality

Objectives

- 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

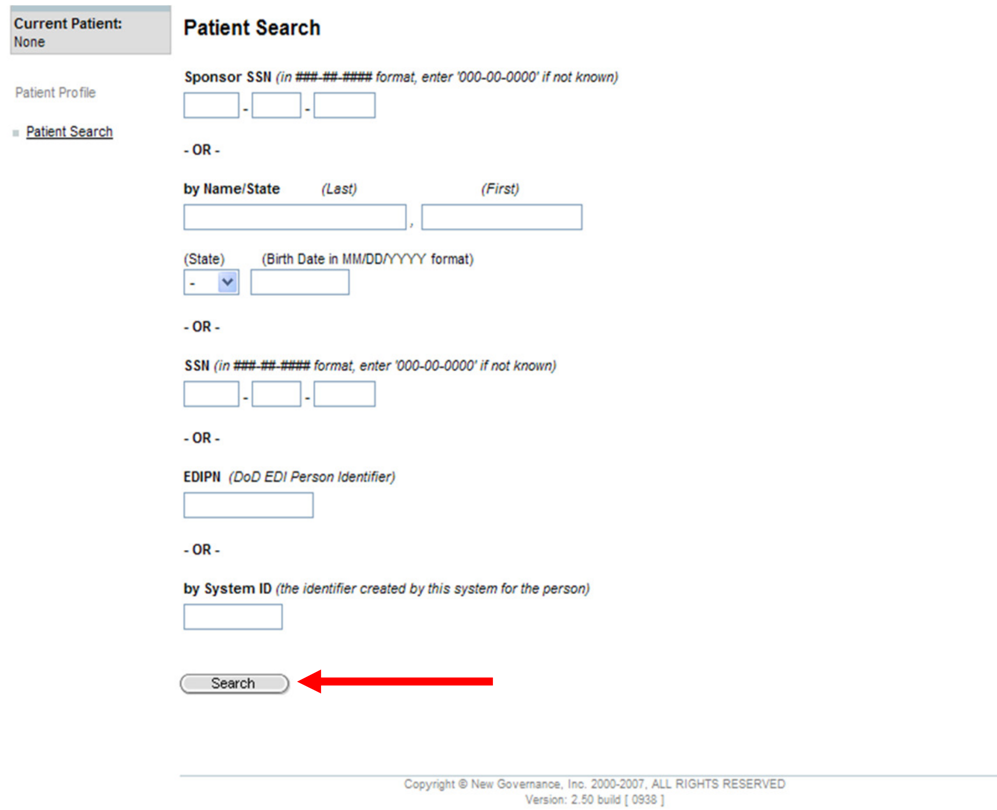
- The PHIMT is Common Access Card (CAC) enabled
- All users must have a CAC in order to login to the PHIMT

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



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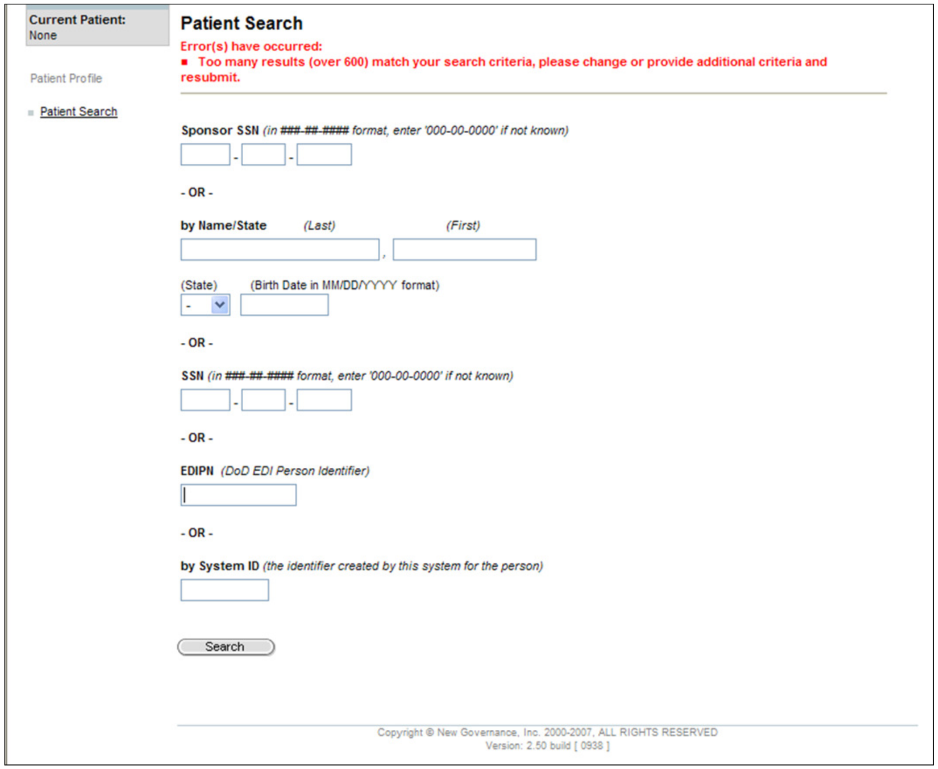
Privacy Specialist Functionality

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



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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

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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

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Approving/Denying a Request (1 of 4)

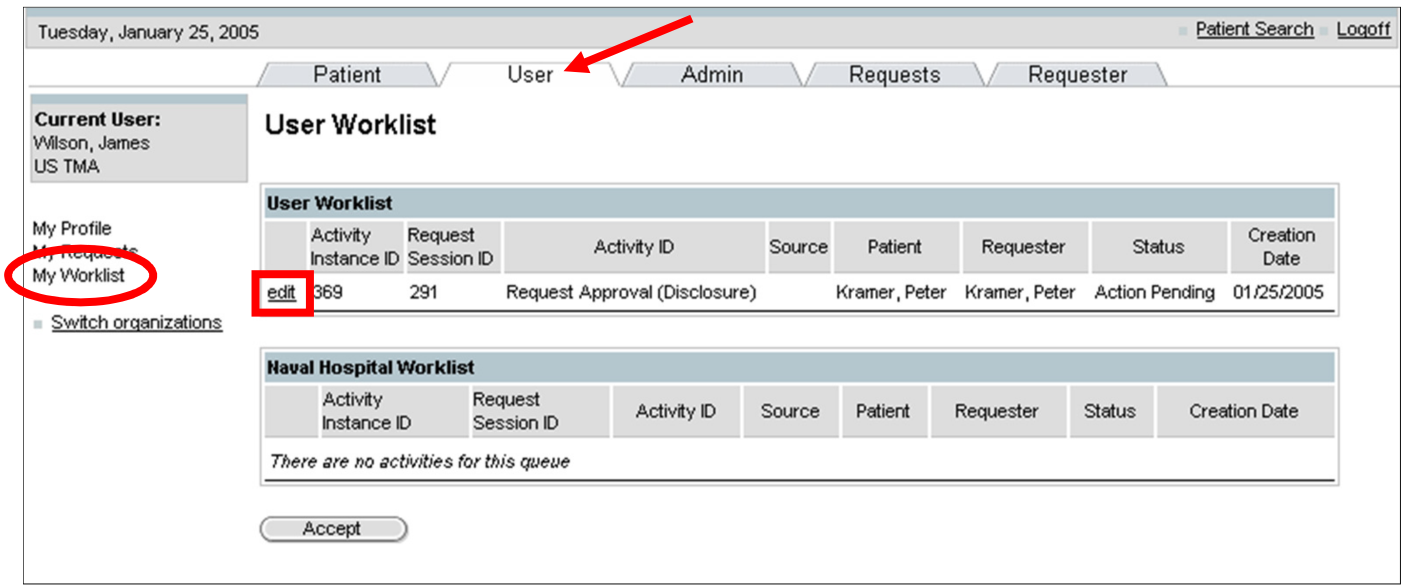
- Once a request for an accounting of disclosures has been recorded, a Privacy Specialist must approve or deny the request
- Once routed, the request will display in the Privacy Specialist's worklist
- Once a Regular User routes a request for disclosure to the Privacy Specialist, the request will display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

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



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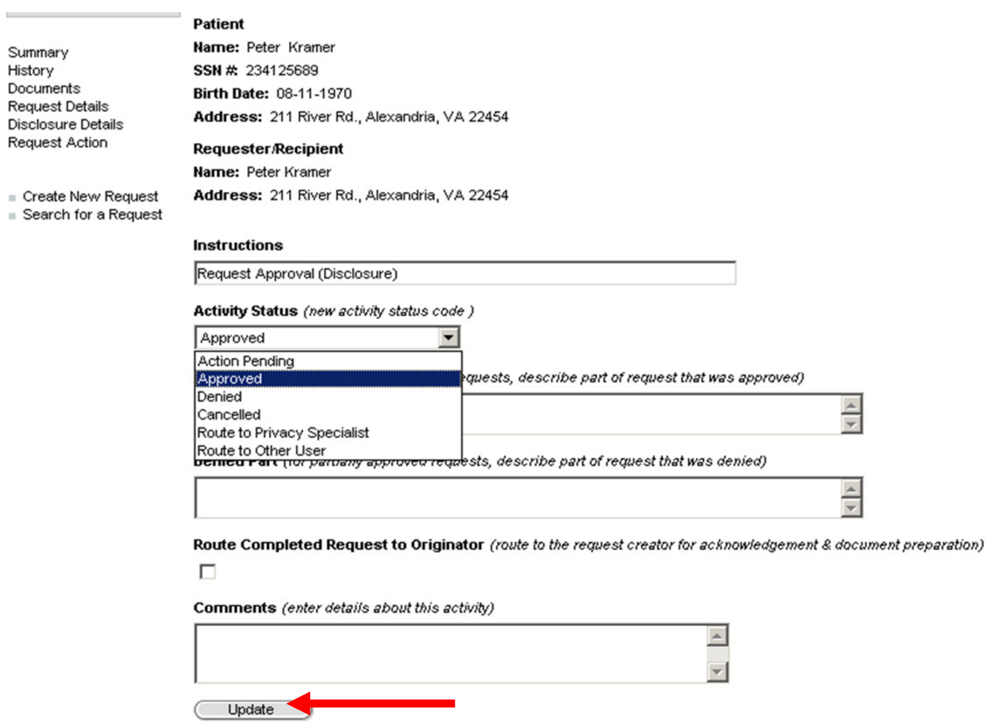
Privacy Specialist Functionality

Approving/Denying a Request (3 of 4)

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



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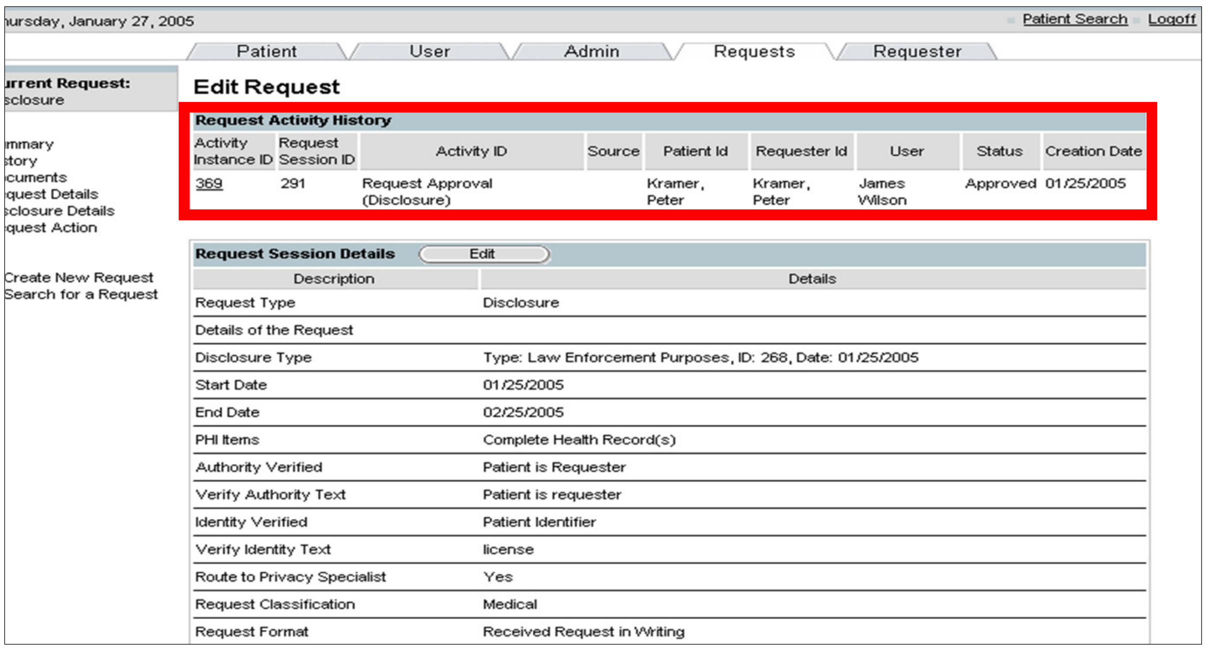
Privacy Specialist Functionality

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



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Privacy Specialist Functionality

Recording a Disclosure (1 of 9)

- 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)

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

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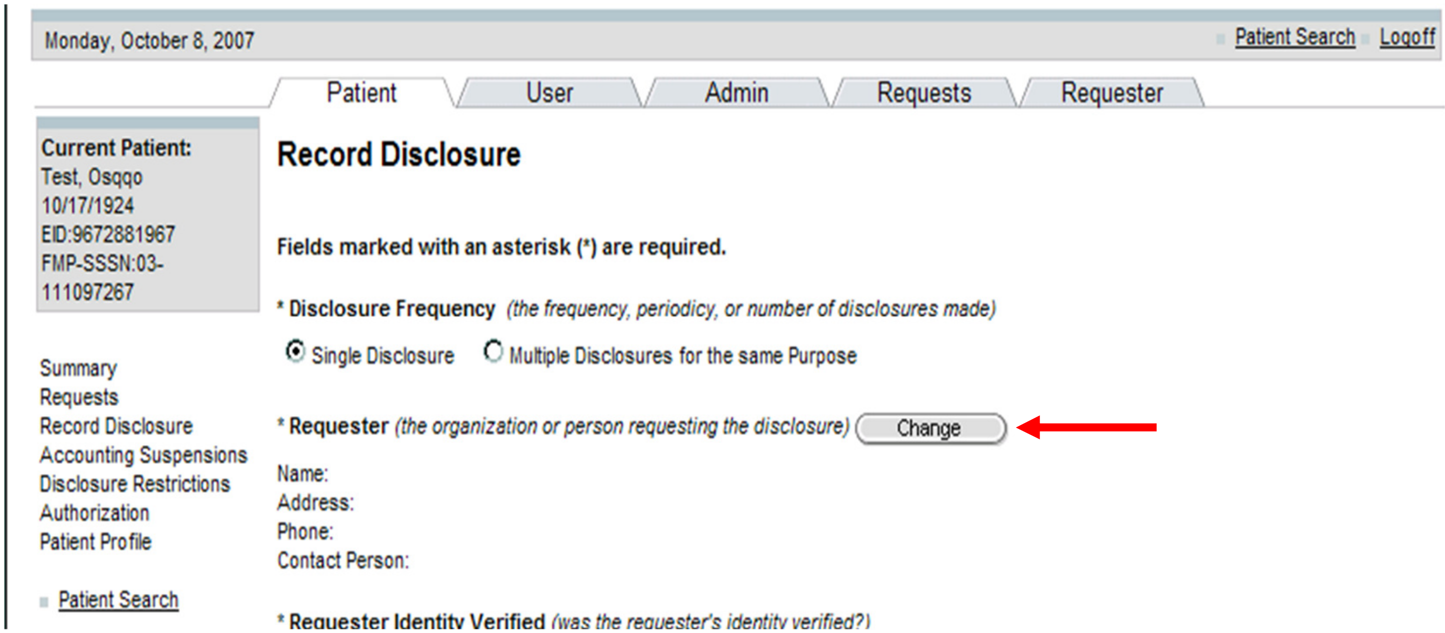
Privacy Specialist Functionality

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



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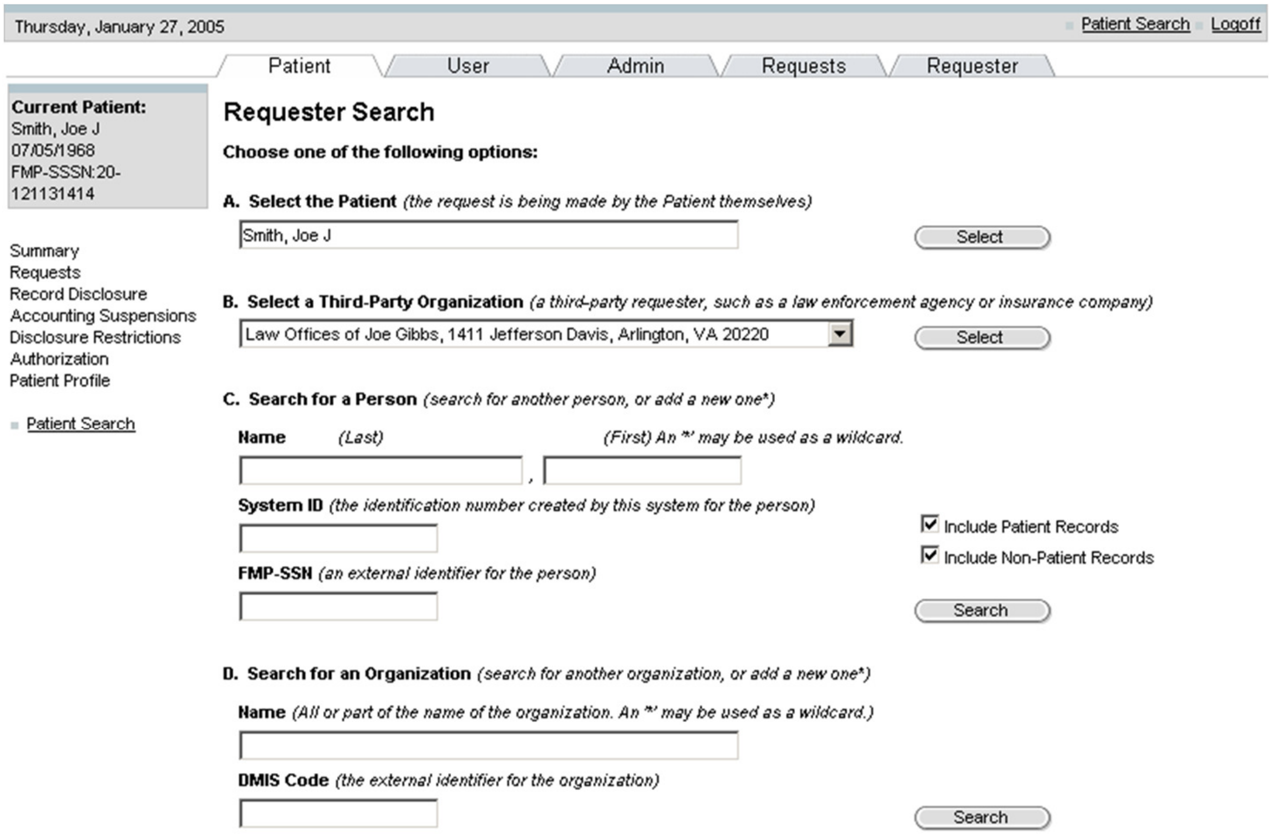
Privacy Specialist Functionality

Recording a Disclosure (5 of 9)

8. Select the requester



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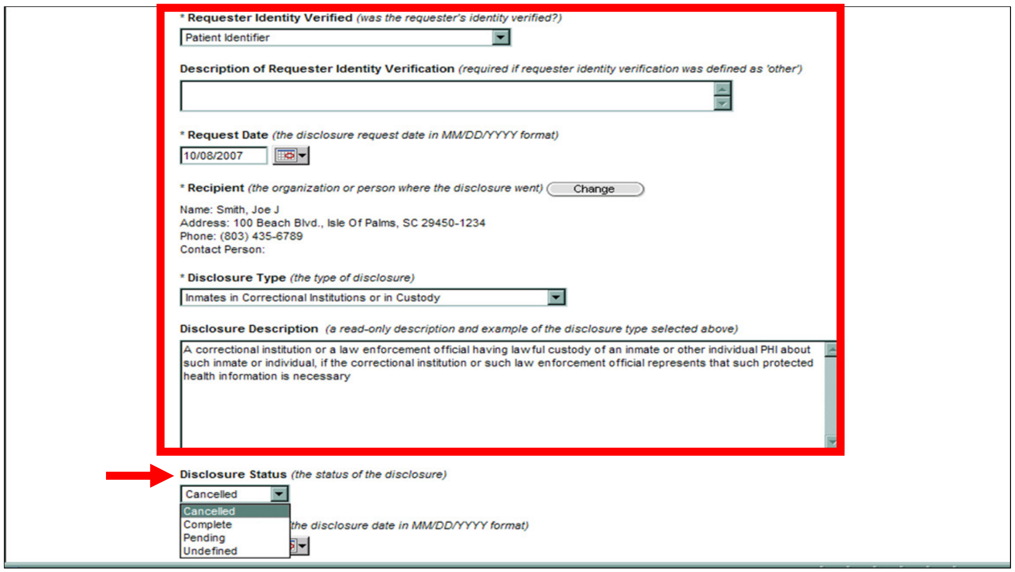
Recording a Disclosure (6 of 9)

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

<u>NOTE:</u> The disclosure description will automatically be populated when the disclosure type is selected

<u>NOTE</u>: All required fields are marked with an asterisk

10. Select the Disclosure Status from the drop-down box



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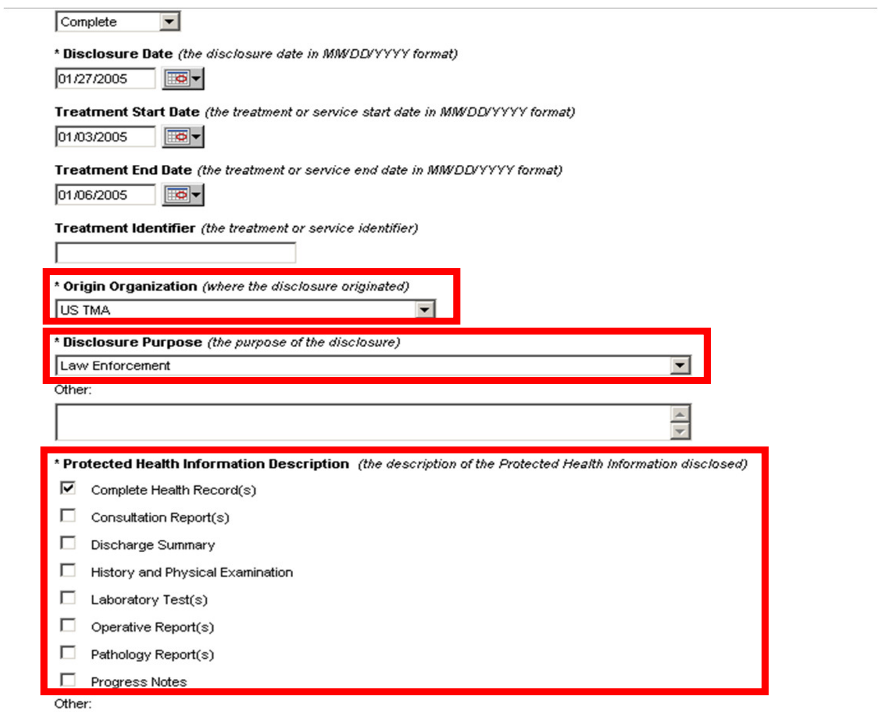
Privacy Specialist Functionality

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)*

- [x] 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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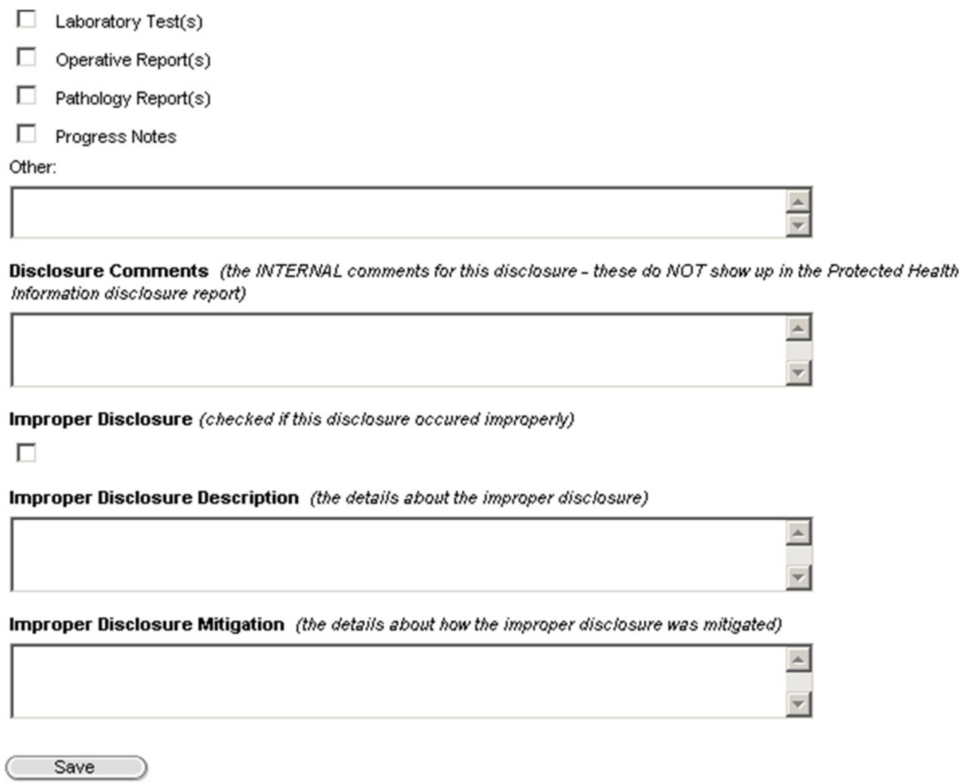
Privacy Specialist Functionality

Recording a Disclosure (8 of 9)

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



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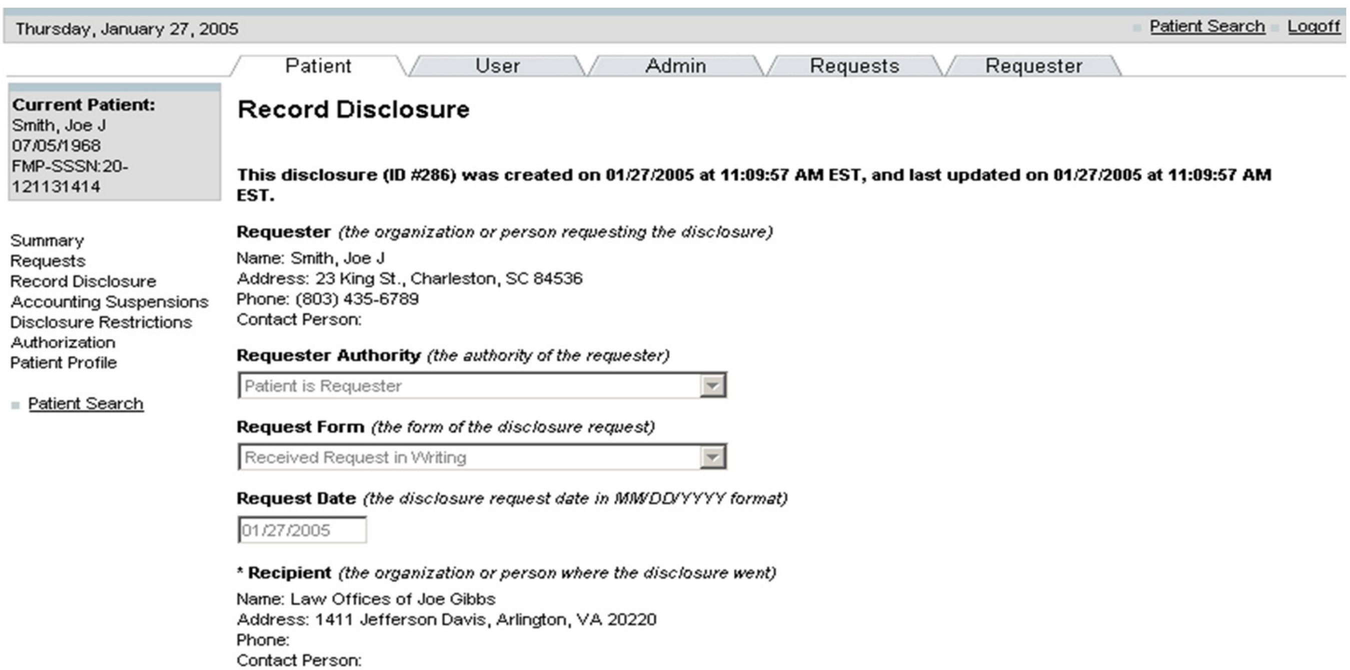
Privacy Specialist Functionality

Recording a Disclosure (9 of 9)

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



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Privacy Specialist Functionality

Amending Disclosures (1 of 5)

- 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

Privacy Specialist Functionality

Amending Disclosures (2 of 5)

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

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Privacy Specialist Functionality

Amending Disclosures (3 of 5)

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

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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 Display

☐ 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
286	01/27/2005	Law Enforcement Purposes	US TMA	Law Offices of Joe Gibbs	Complete Health Record(s)	Law Enforcement	Complete
137	07/27/2004	Law Enforcement Purposes	325th Medical Group	Joe J Smith	Laboratory Test(s)	Law Enforcement	Complete
100	07/20/2004	Research Purposes	325th Medical Group	Home of Michele	History and Physical Examination, Progress Notes	Medical	Complete

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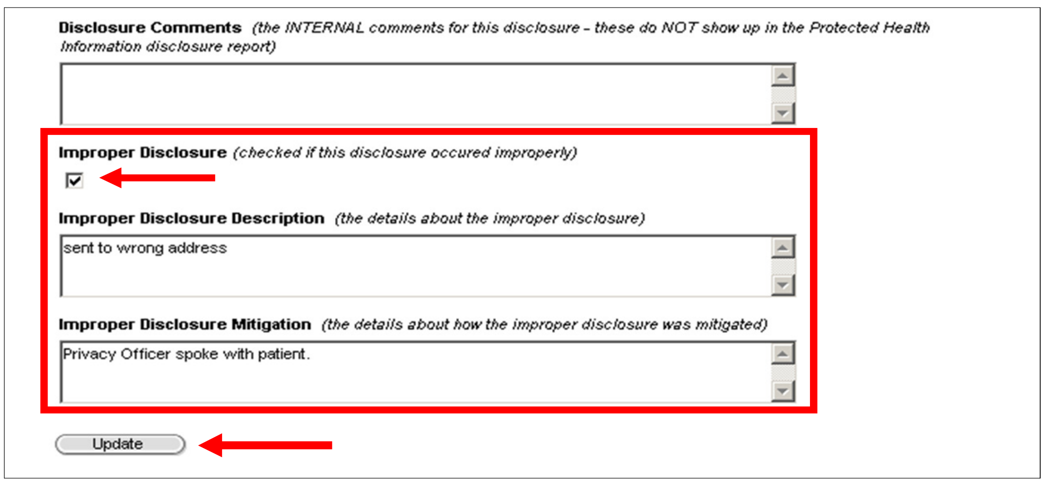
Amending Disclosures (5 of 5)

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 occured 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)

- 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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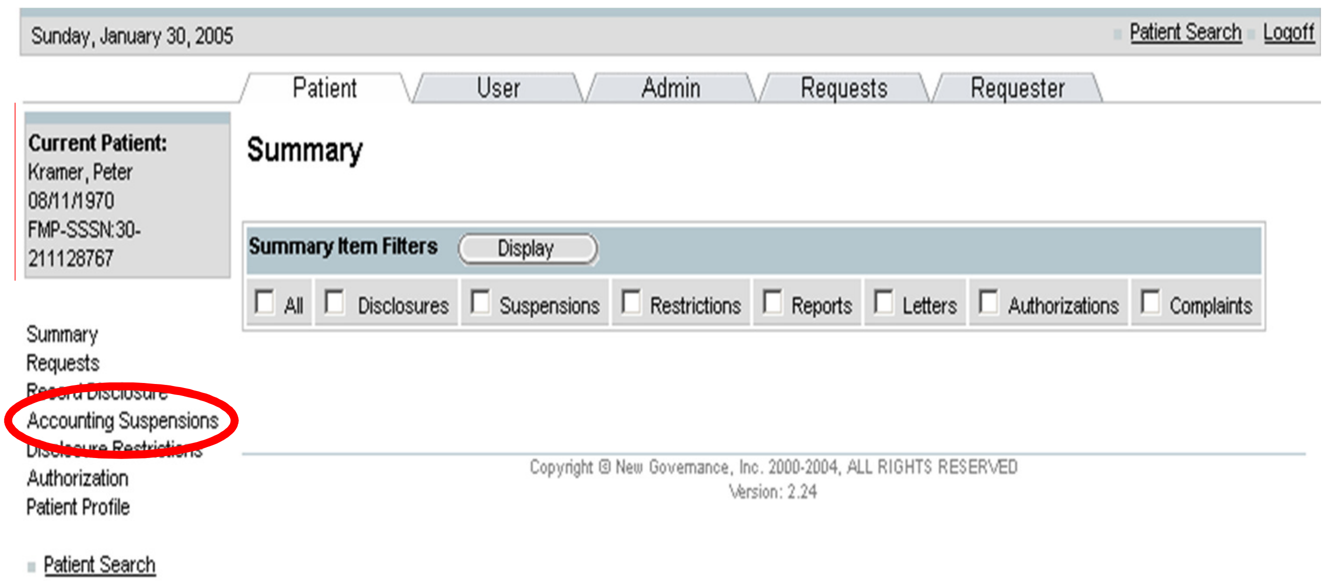
Privacy Specialist Functionality

Creating a Suspension (2 of 5)

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



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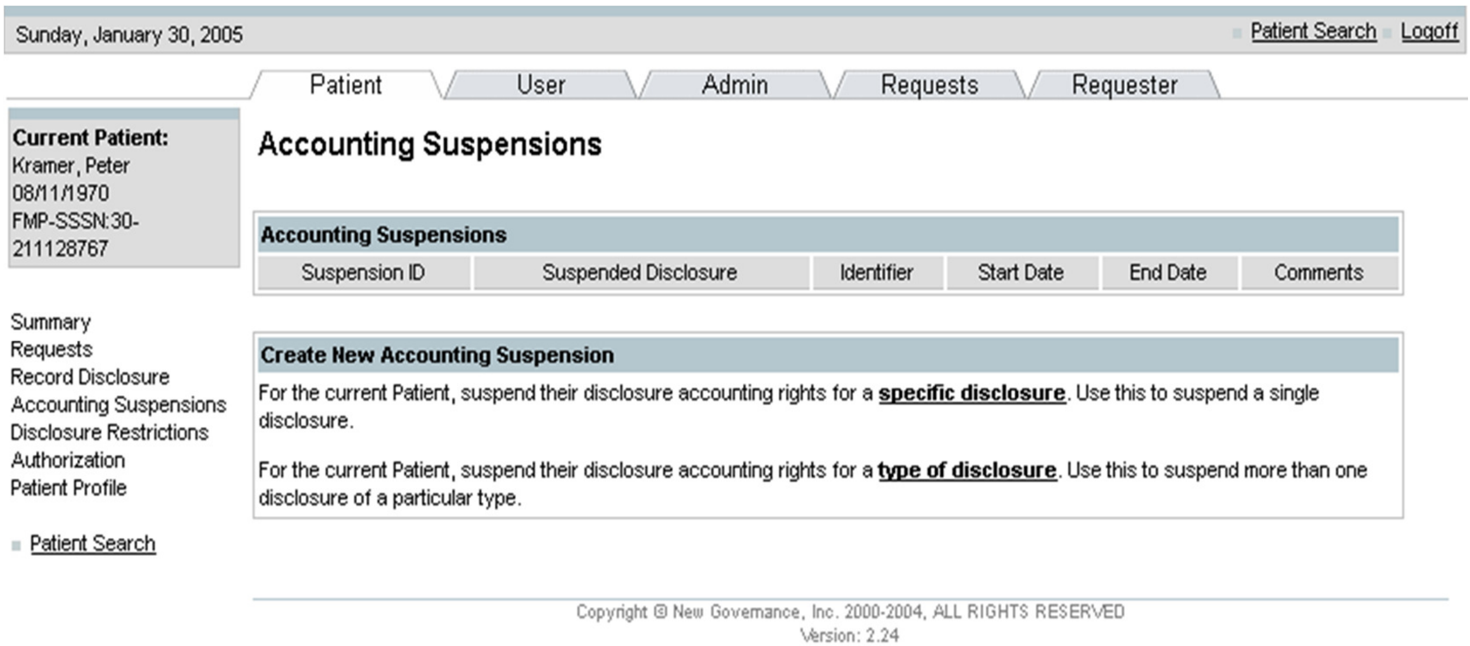
Privacy Specialist Functionality

Creating a Suspension (3 of 5)

3. Select the Specific Disclosure hyperlink



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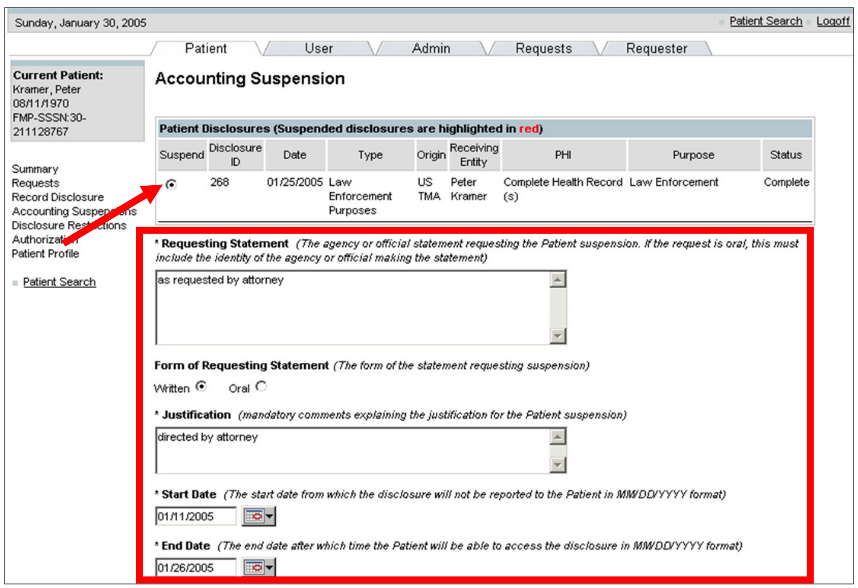
Privacy Specialist Functionality

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



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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

Privacy Specialist Functionality

Recording a Restriction (2 of 4)

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

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Privacy Specialist Functionality

Recording a Restriction (3 of 4)

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

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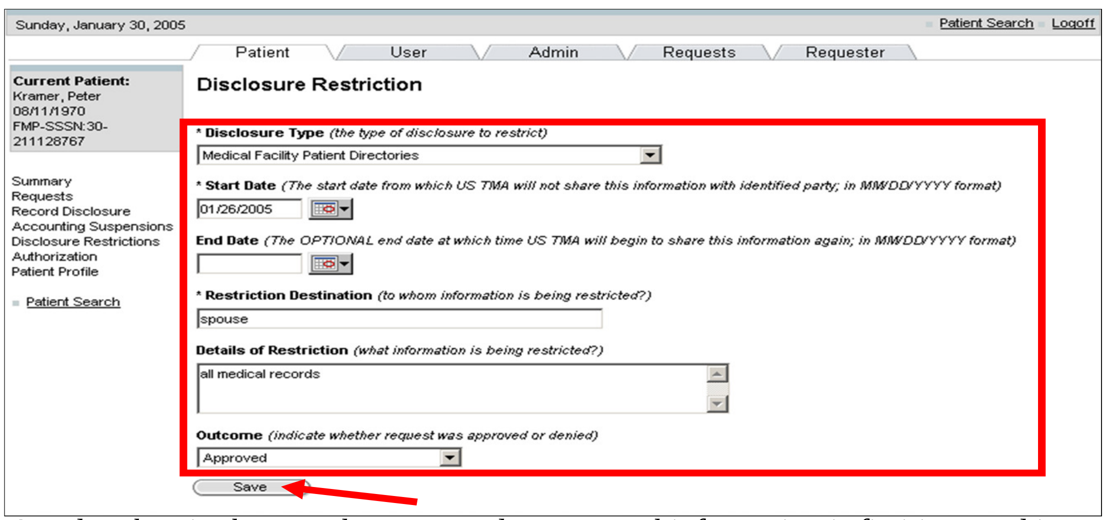
Privacy Specialist Functionality

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



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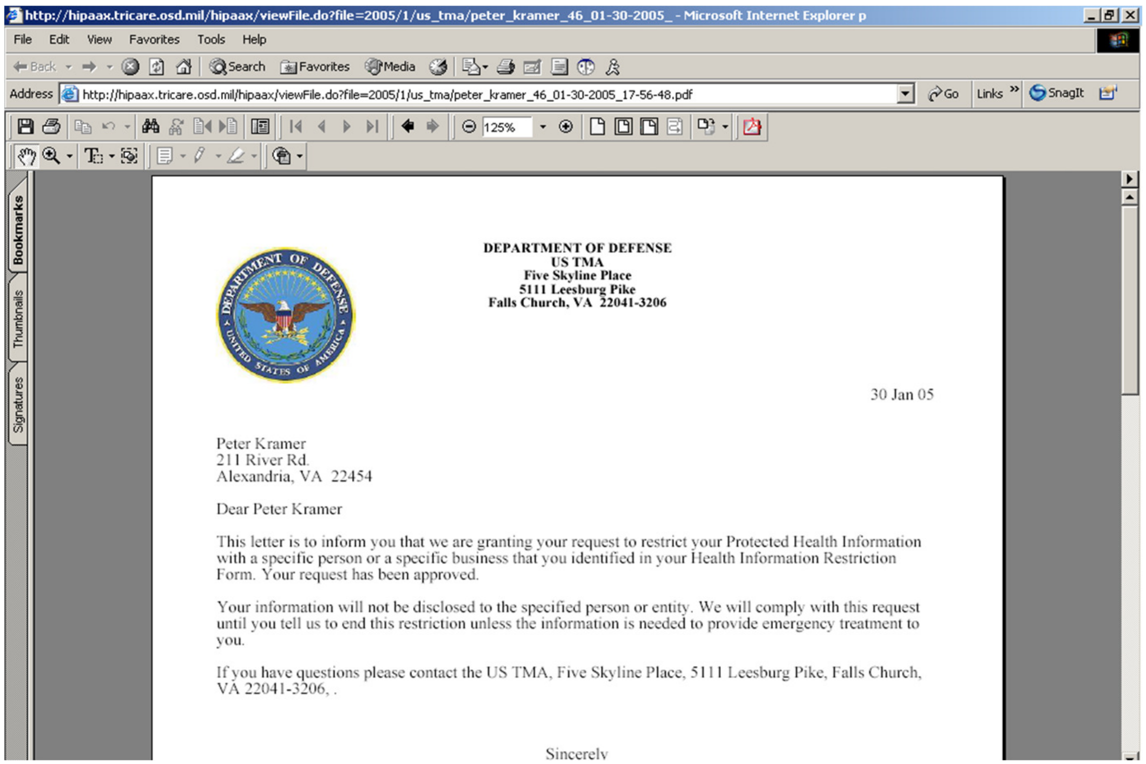
Privacy Specialist Functionality

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

Generating Correspondence (2 of 2)

The Approval letter


DEPARTMENT OF DEFENSE
US TMA
Five Skyline Place
5111 Leesburg Pike
Falls Church, VA 22041-3206

30 Jan 05

Peter Kramer
211 River Rd.
Alexandria, VA 22454

Dear Peter Kramer

This letter is to inform you that we are granting your request to restrict your Protected Health Information with a specific person or a specific business that you identified in your Health Information Restriction Form. Your request has been approved.

Your information will not be disclosed to the specified person or entity. We will comply with this request until you tell us to end this restriction unless the information is needed to provide emergency treatment to you.

If you have questions please contact the US TMA, Five Skyline Place, 5111 Leesburg Pike, Falls Church, VA 22041-3206, .

Sincerely

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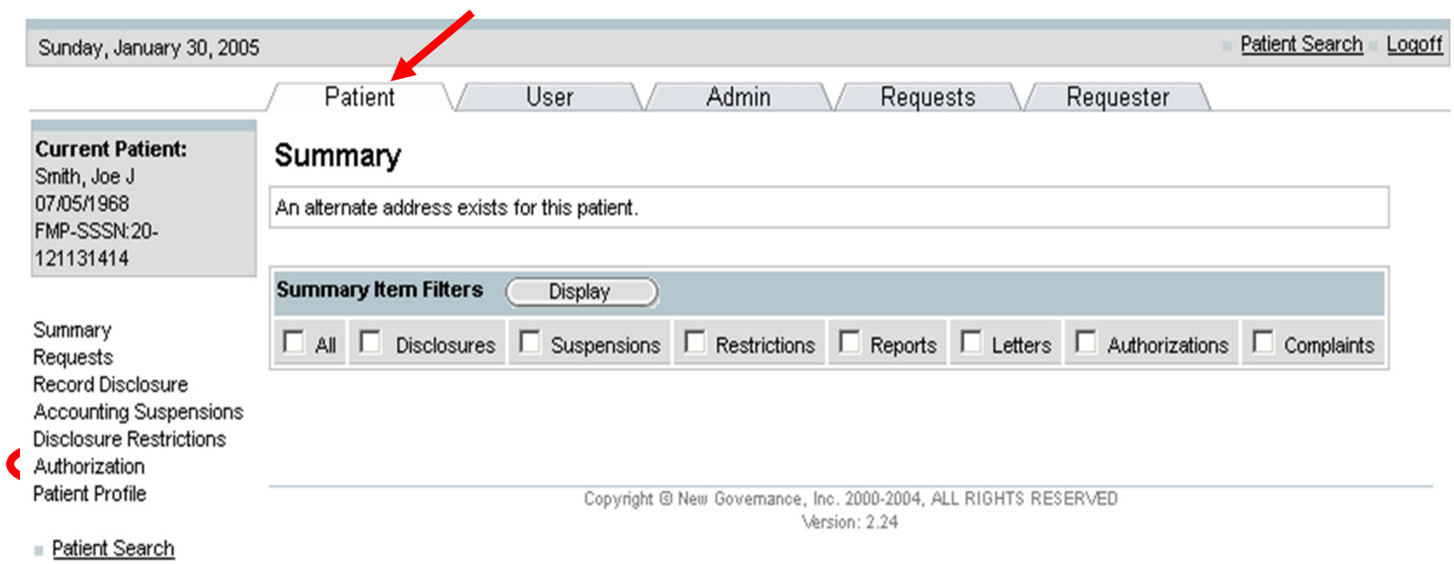
Creating an Authorization (1 of 5)

- 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

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



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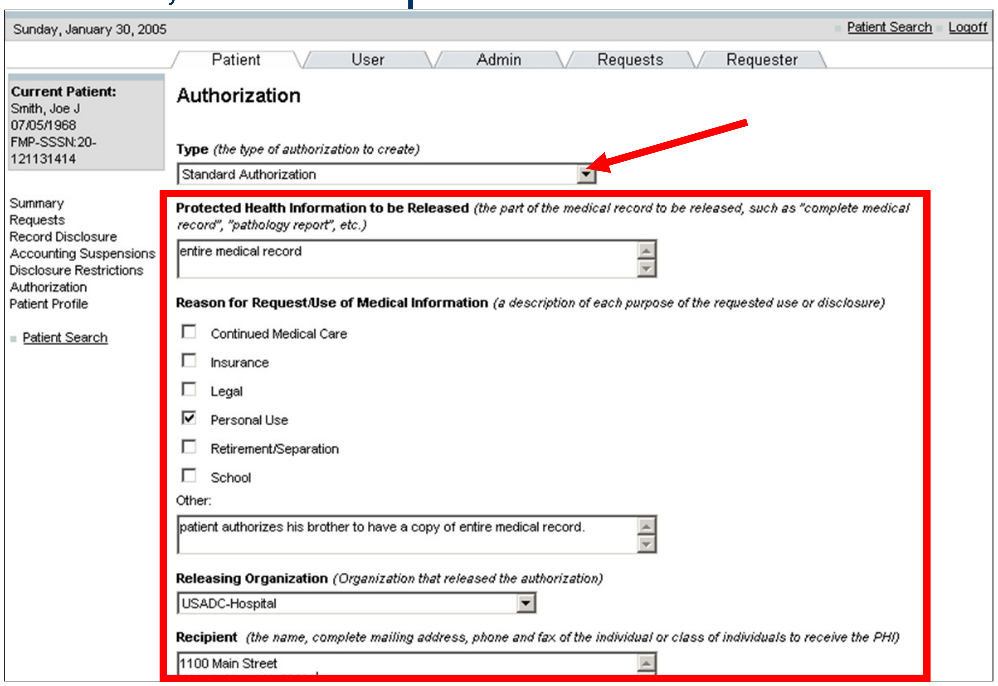
Privacy Specialist Functionality

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



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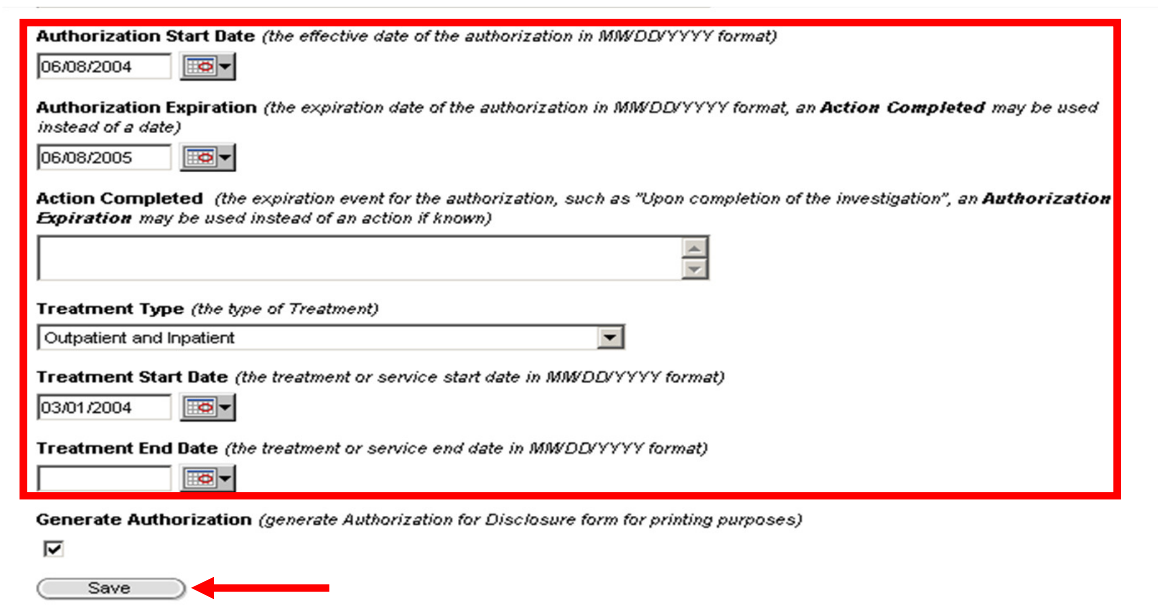
Privacy Specialist Functionality

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)*

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)*

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

Save

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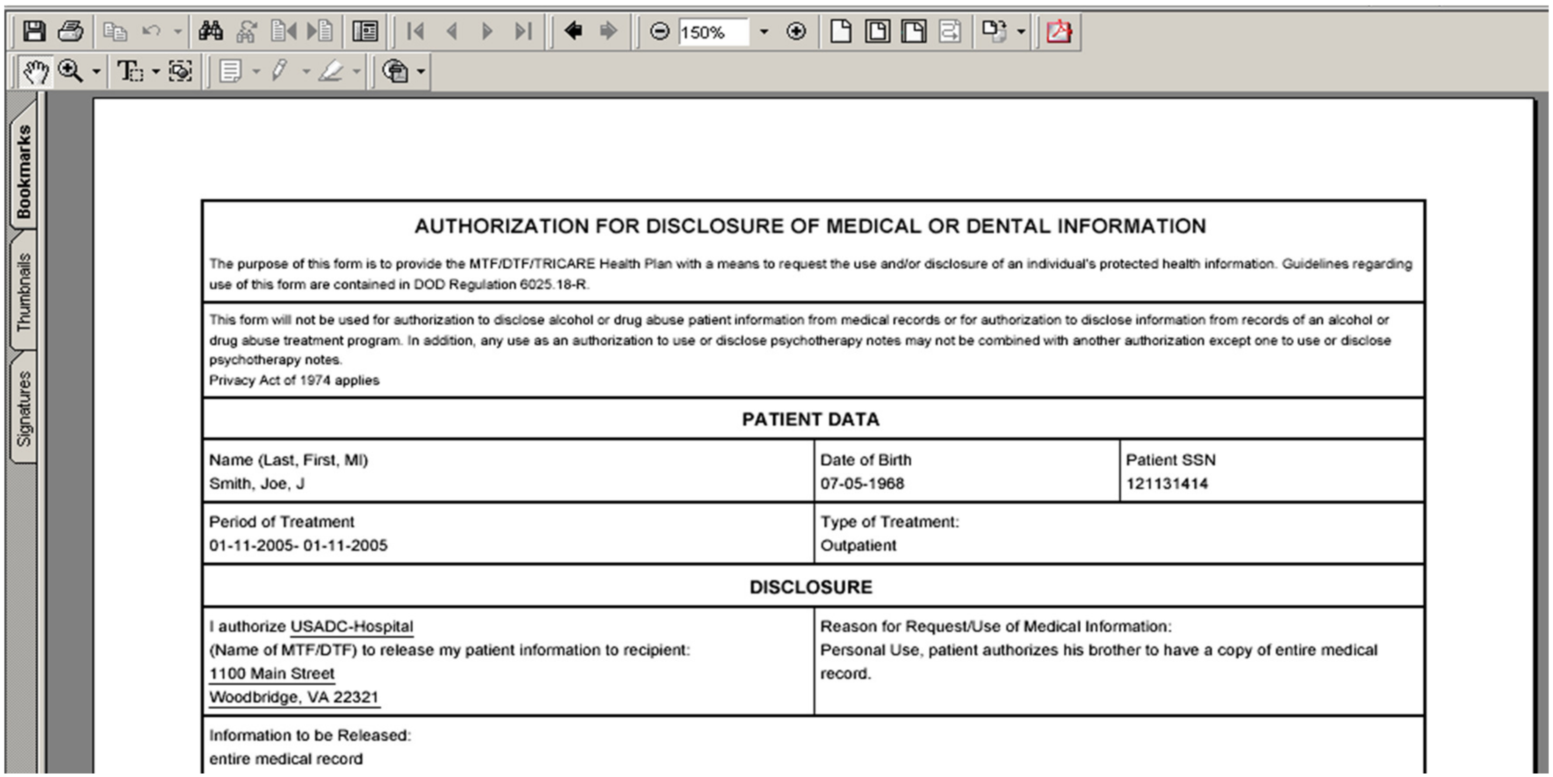
Creating an Authorization (5 of 5)

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)	Date of Birth	Patient SSN
Smith, Joe, J	07-05-1968	121131414

Period of Treatment	Type of Treatment:
01-11-2005- 01-11-2005	Outpatient

DISCLOSURE

I authorize USADC-Hospital (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

HEALTH AFFAIRS

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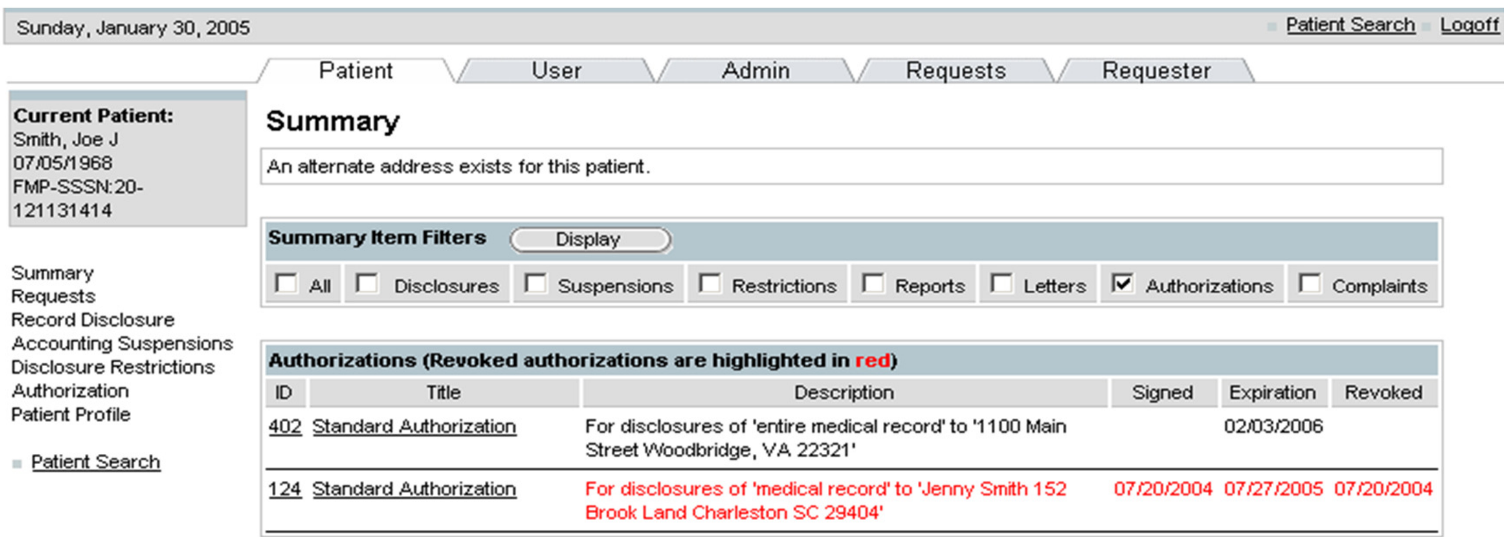
Signing an Authorization (1 of 3)

- 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

Privacy Specialist Functionality

Signing an Authorization (2 of 3)

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



HEALTH AFFAIRS

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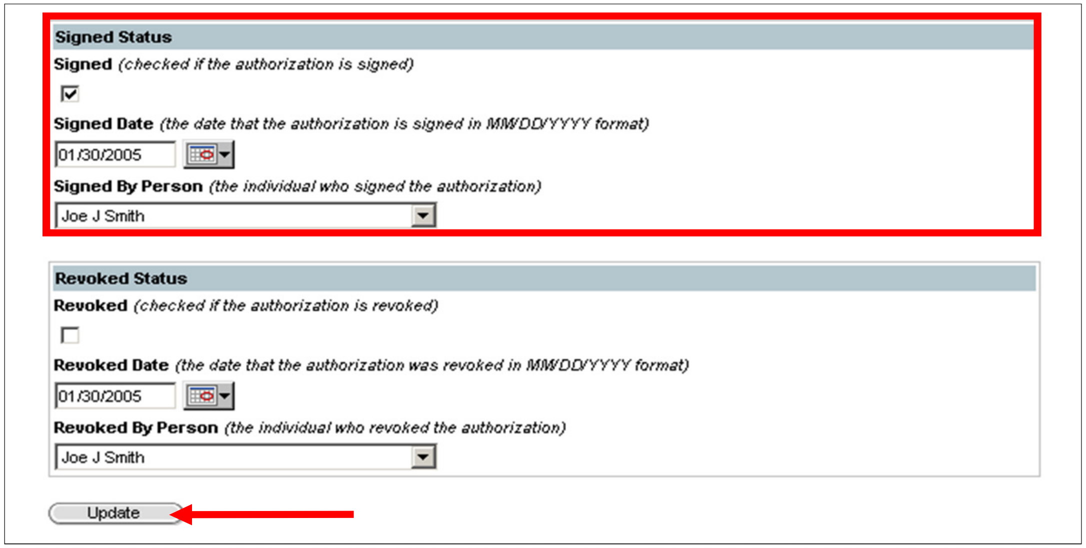
Defense Health Agency

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



HEALTH AFFAIRS

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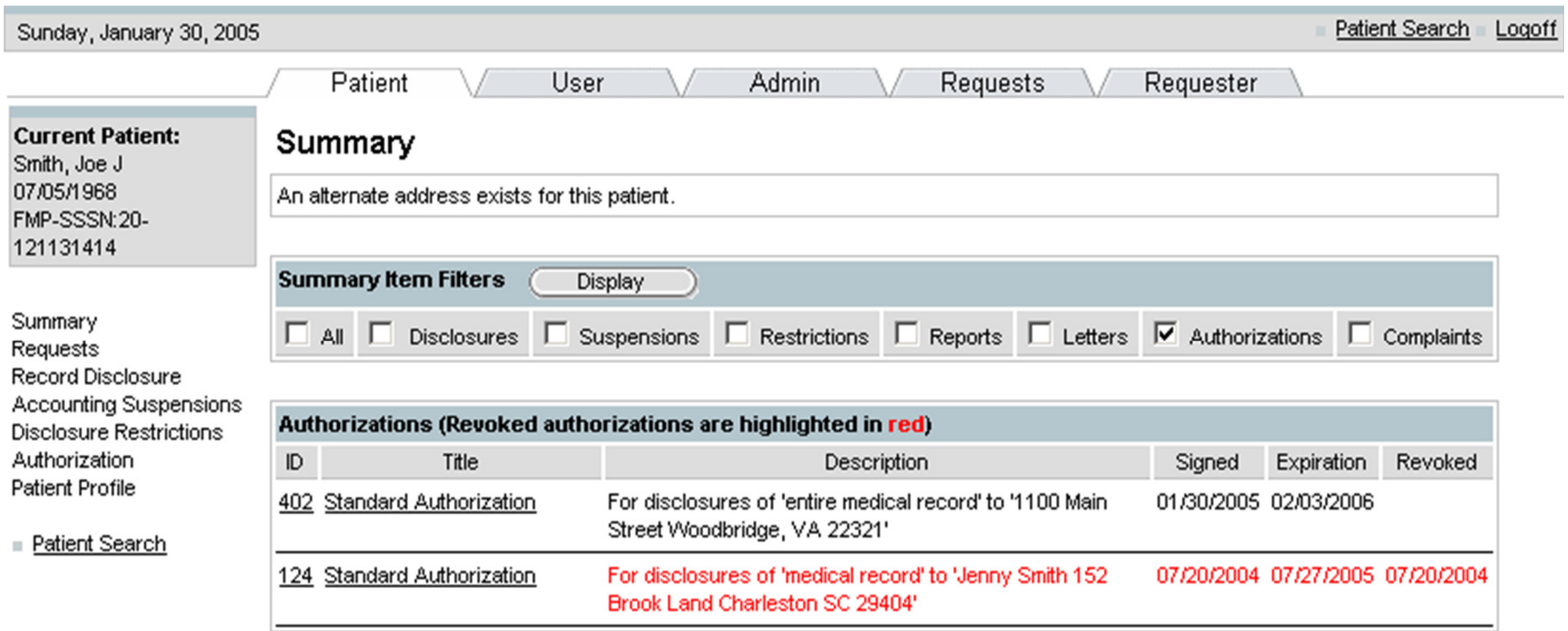
Revoking an Authorization (1 of 3)

- 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

Privacy Specialist Functionality

Revoking an Authorization (2 of 3)

1. Select the Authorization ID hyperlink



HEALTH AFFAIRS

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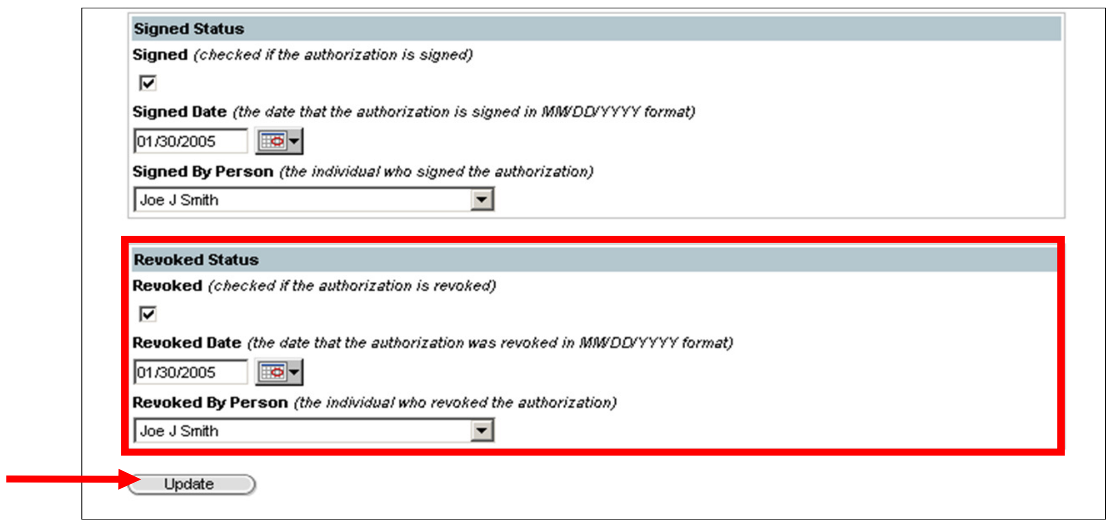
Privacy Specialist Functionality

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



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Privacy Specialist Functionality

Recording a Complaint (1 of 9)

- Individuals have the right to make a complaint concerning DHA'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

Defense Health Agency

Privacy Specialist Functionality

Recording a Complaint (2 of 9)

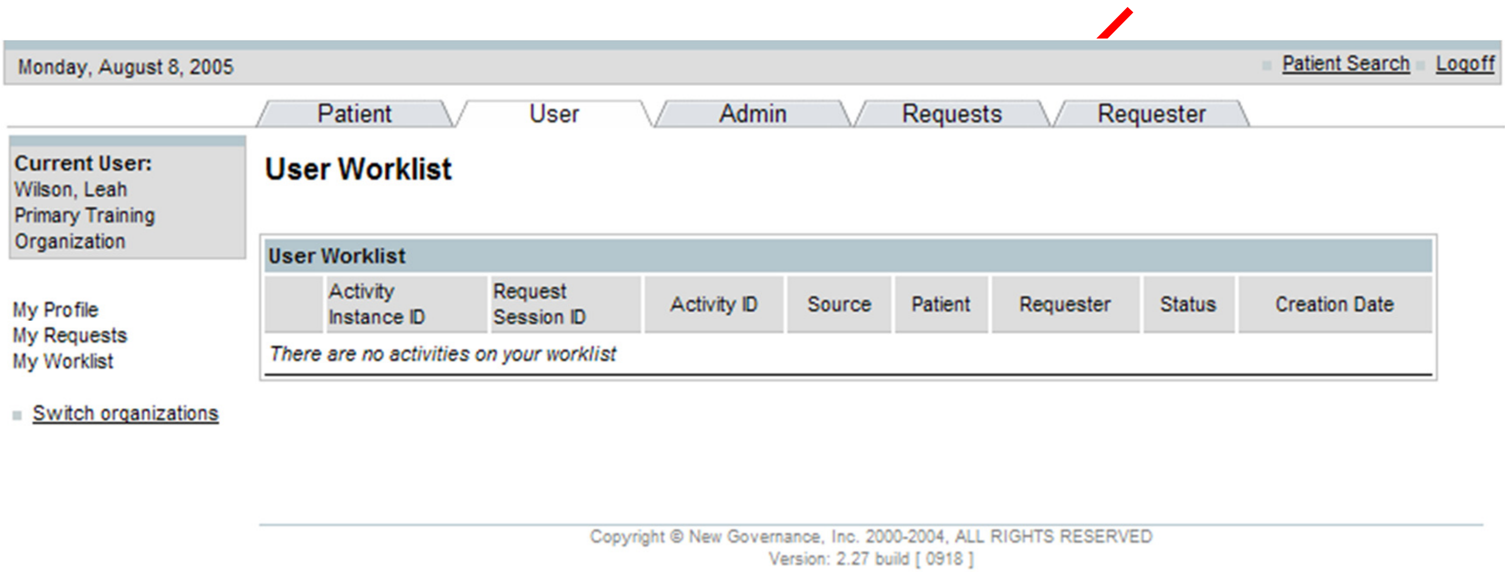
- Privacy/Security Officers are able to track complaints using the PHIMT
- The PHIMT allows for easy tracking and documentation of complaints in one centrally managed application
- Privacy/Security Officers can quickly create complaint reports

Privacy Specialist Functionality

Recording a Complaint (3 of 9)

1. Select the Requests Tab

The Create New Request Screen will appear



HEALTH AFFAIRS

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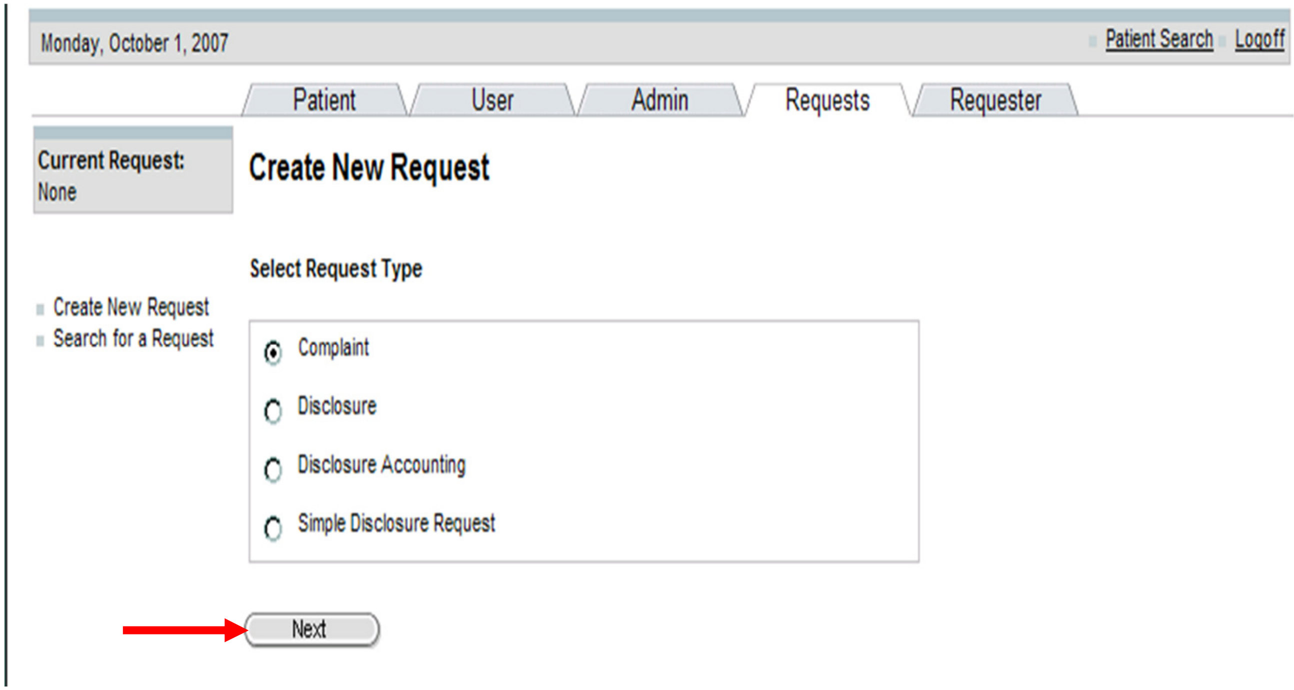
Recording a Complaint (4 of 9)

2. Click the Complaint radio button
3. Click on the Next button

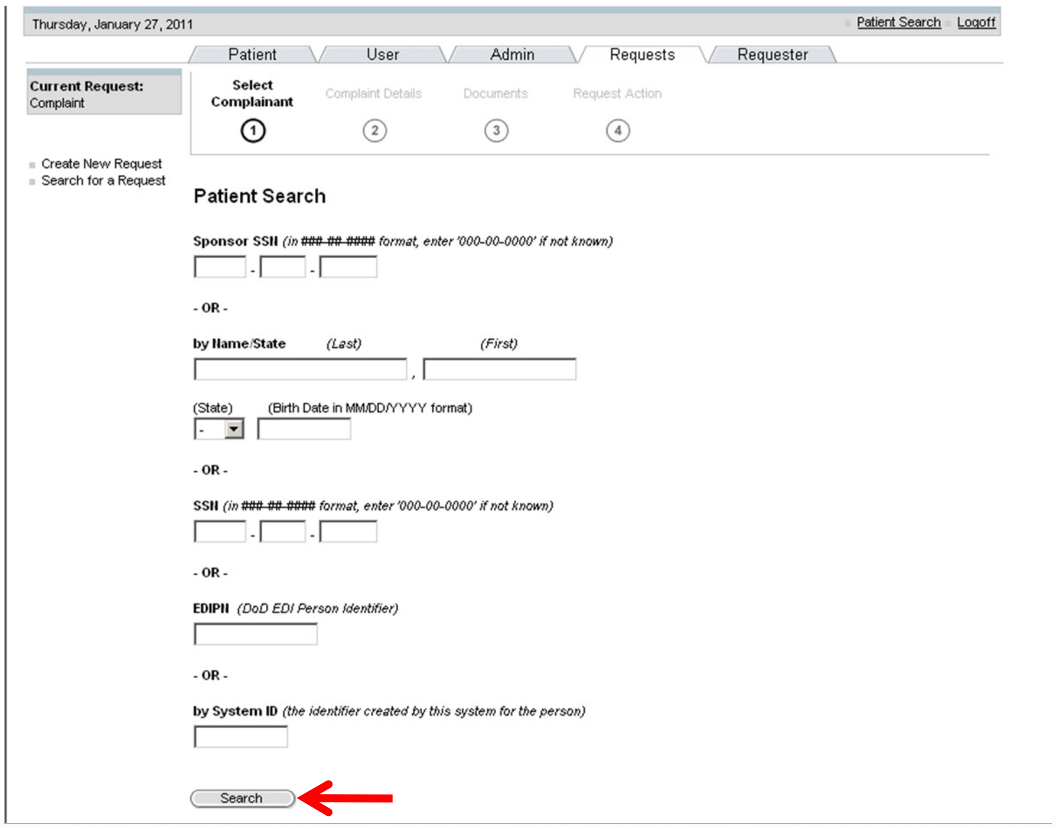


HEALTH AFFAIRS

Privacy Specialist Functionality

Recording a Complaint (5 of 9)

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



HEALTH AFFAIRS

Privacy Specialist Functionality

Recording a Complaint (6 of 9)

6. Select the Patient

The Complaint Details Screen will appear

HEALTH AFFAIRS

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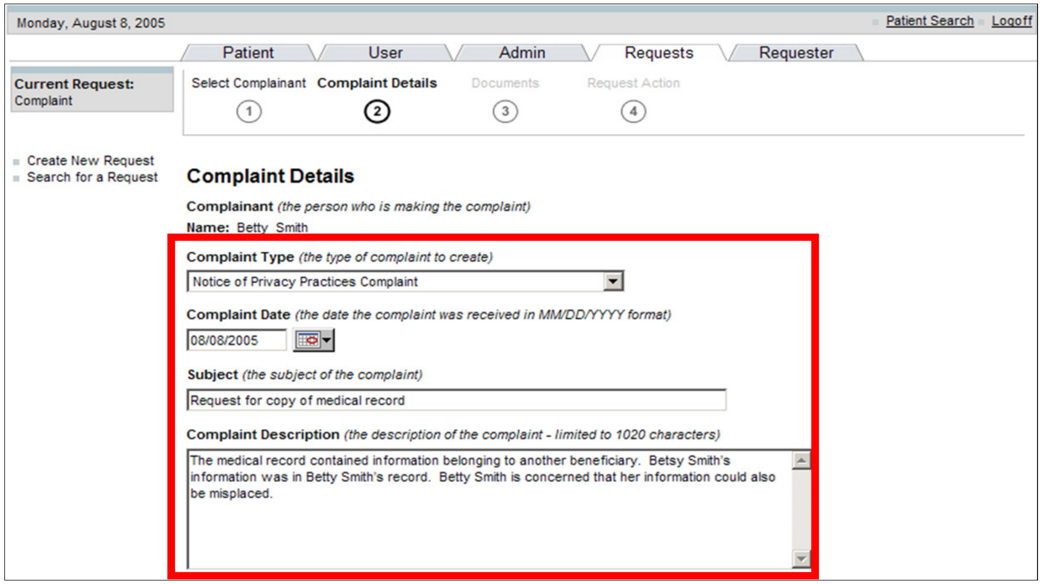
Defense Health Agency

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



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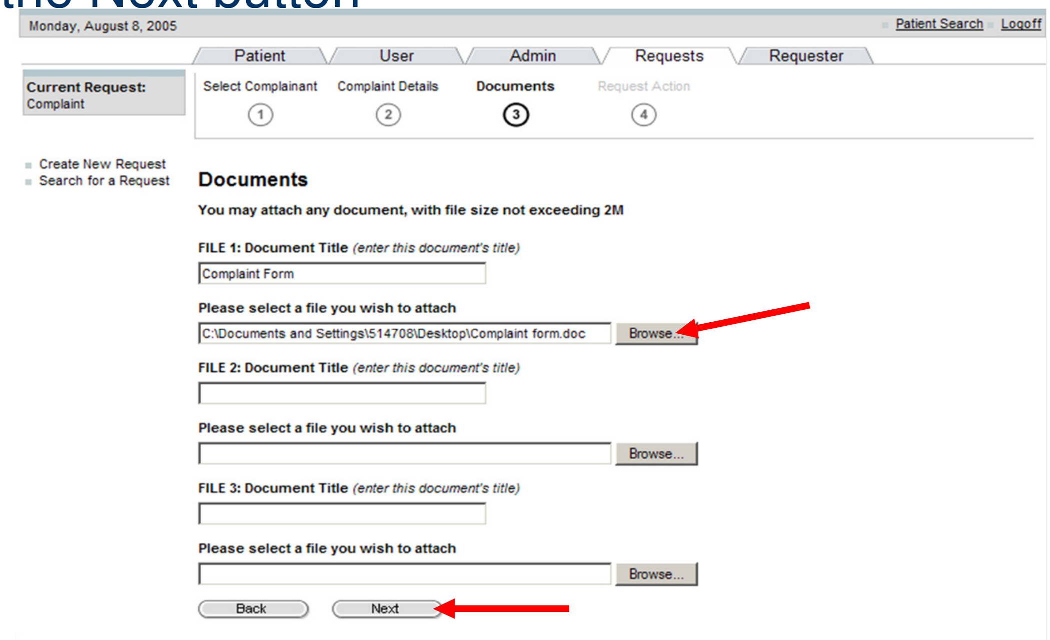
HEALTH AFFAIRS

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



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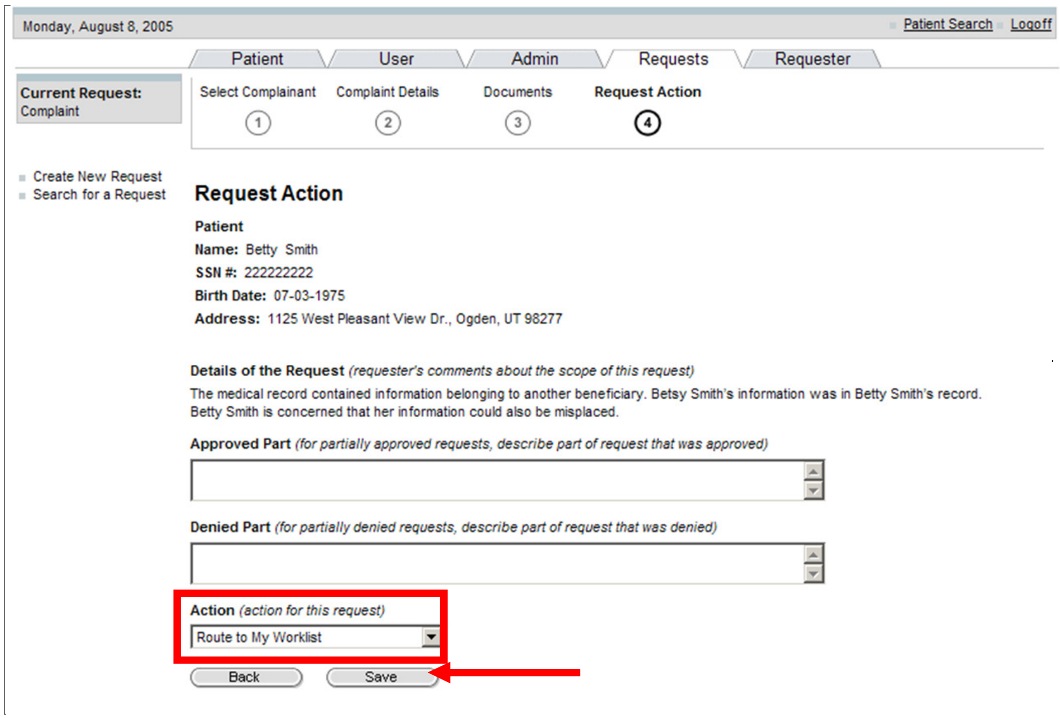
HEALTH AFFAIRS

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



HEALTH AFFAIRS

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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

Objectives

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

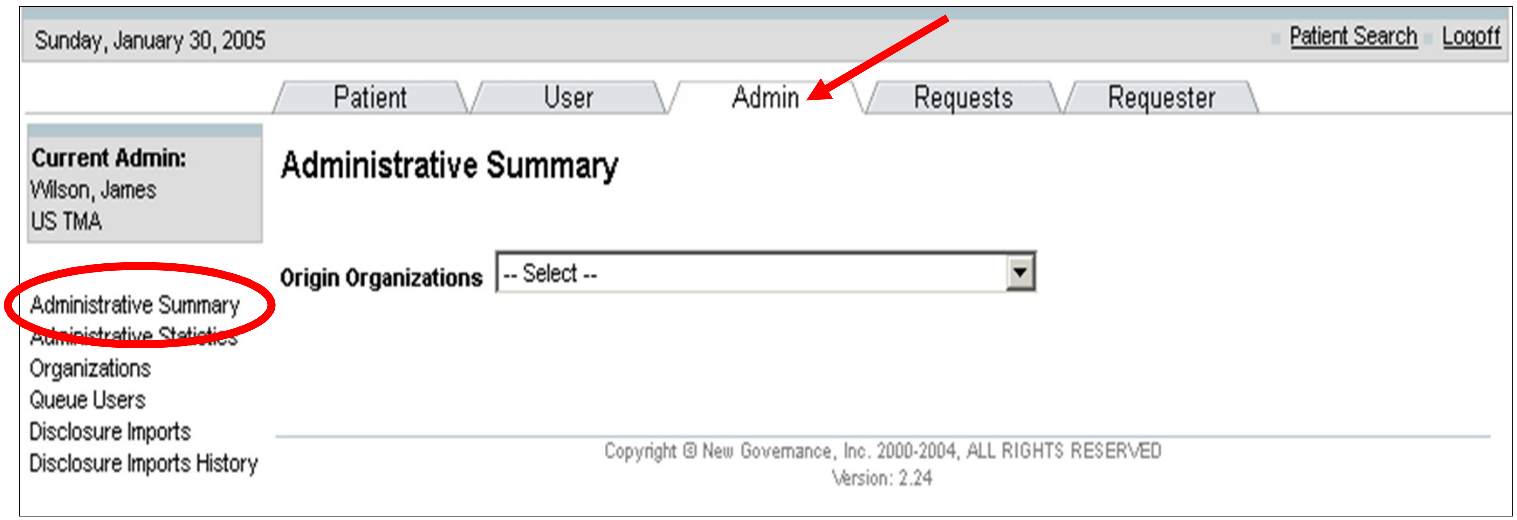
Administrative Summary Reports

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

Administrative Summary Reports (1 of 2)

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



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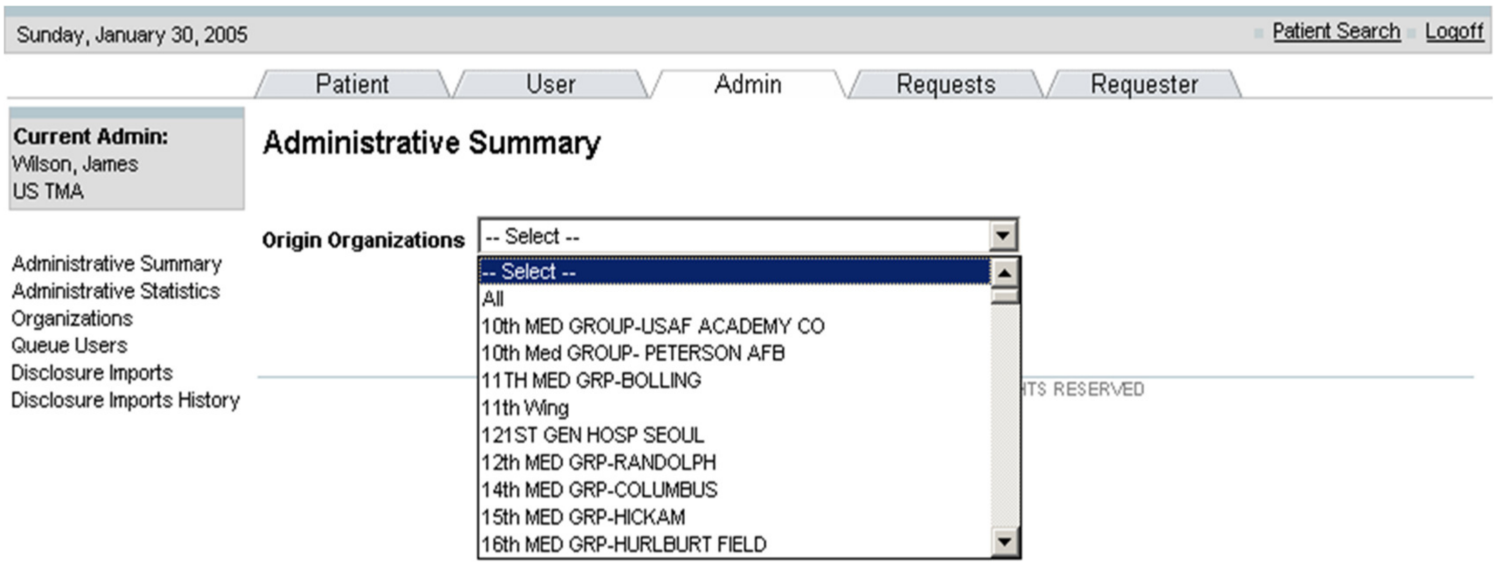
Administrative Summary Reports (2 of 2)

3. Select your Organization from the drop-down box



HEALTH AFFAIRS

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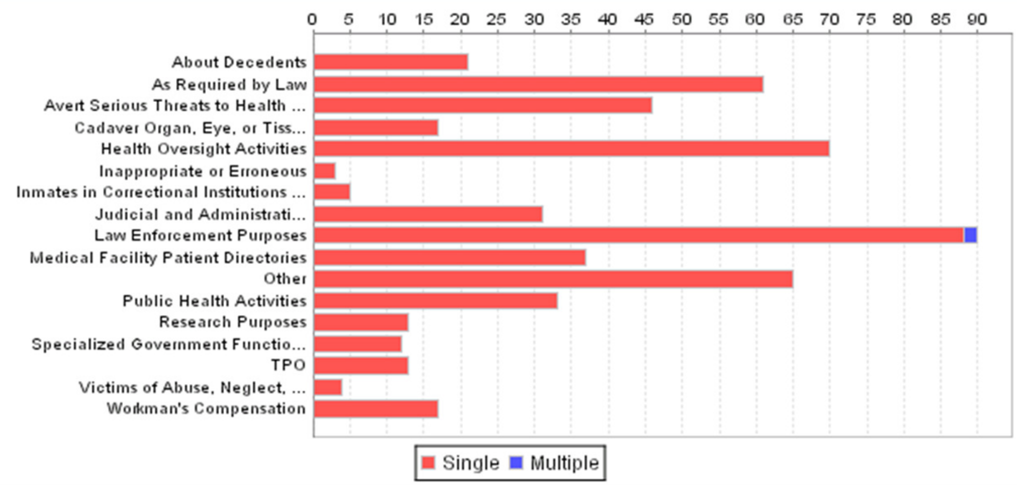
Defense Health Agency

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

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Administrative Summary Reports

Summary

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

PHIMT

Help Desk

- Responsible for:
  - Creating user accounts
  - Updating user accounts
  - Assisting users with questions and/or issues
- Contact Information
  - 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

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