

Protected Health Information Management Tool (PHIMT)

User Admin
Version 3.0
April 2011



HEALTH AFFAIRS

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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 the user roles and responsibilities within the PHIMT



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Introduction to PHIMT



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Introduction to PHIMT

Objectives

- Upon completion of this lesson 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?

- 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



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Introduction to PHIMT

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
- 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



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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



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Introduction to PHIMT

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



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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

- **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



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Introduction to PHIMT

User Roles and Permissions

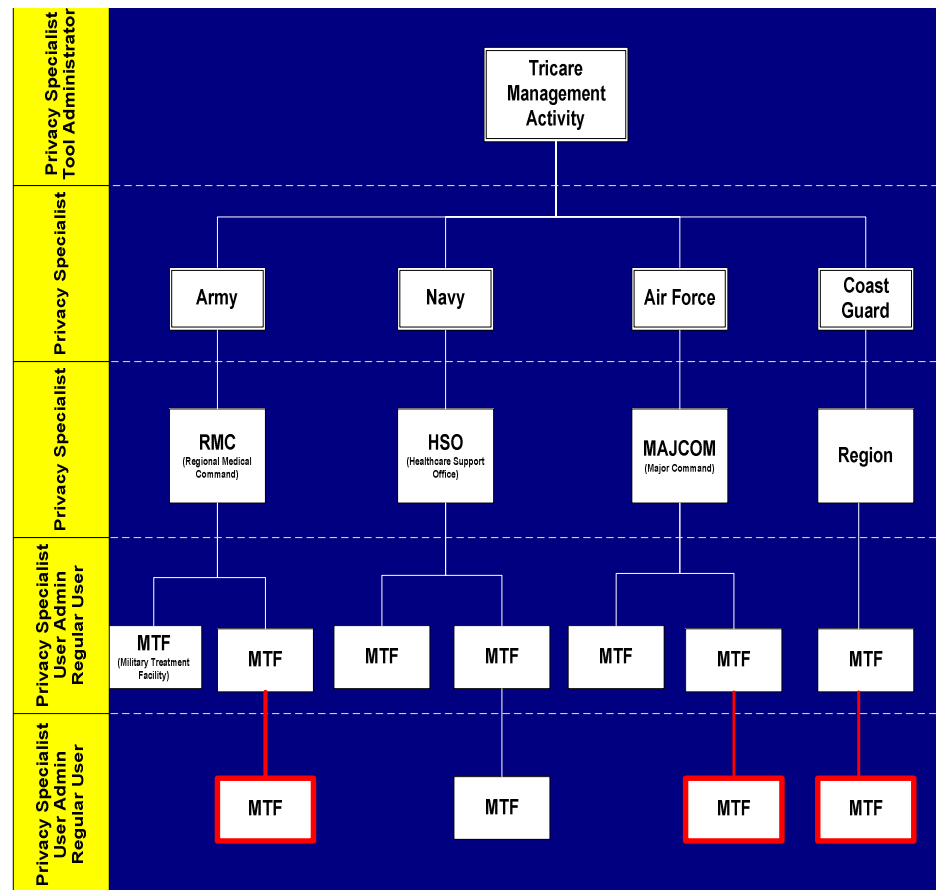
- **User Admin** is a local admin for an MTF or a designated Service. This role may be handled by the email account administrators for each MTF or Service
- **Privacy Specialist** is the Privacy Officer or designee at an MTF or Service level. This role allows the user to maintain disclosure reporting, 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



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Introduction to 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



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User Admin Functionality



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User Admin Functionality Objectives

- Upon completion of this lesson you should be able to:
 - Setup a workflow
 - Setup a queue
 - Create requester favorites



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User Admin 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



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User Admin Functionality

Main Screen

Tuesday, June 28, 2005 Logoff

User Admin

Current User:
Scovel, Natalie
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
<i>There are no activities on your worklist</i>							

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>							

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User Admin Functionality

Workflow Setup (1 of 5)

- Once a user has been added and their organization and user role is established, the User Admin can establish the workflow for that user's disclosures
- The workflow delineates the process by which requests are routed within the system
- Workflows should be set up so that a Regular User's work will be routed to a Privacy Specialist for approval or denial



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User Admin Functionality

Workflow Setup (2 of 5)

1. Scroll to the bottom of the User Profile screen (Regular User)
2. Click on the New button next to the word Privacy Specialists

Allowed Worklist Viewers <input type="button" value="New"/>		
Name	Start Date	End Date
<i>There are no Allowed Worklist Viewers configured. Click new to add one.</i>		

Backup Persons <input type="button" value="New"/>		
Name	Start Date	End Date
<i>There are no Backup Persons configured. Click new to add one.</i>		

Information Officers <input type="button" value="New"/>		
Name	Start Date	End Date
<i>There are no Information Officers configured. Click new to add one.</i>		

Privacy Specialists <input type="button" value="New"/>		
Name	Start Date	End Date
<i>There are no Privacy Specialists configured. Click new to add one.</i>		

Request Routing Contacts <input type="button" value="New"/>		
Name	Start Date	End Date
<i>There are no Request Routing Contacts configured. Click new to add one.</i>		



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User Admin Functionality

Workflow Setup (3 of 5)

3. Enter Search Criteria for the Privacy Specialist that you want to add
4. Click on the Search button

Monday, January 24, 2005 Logoff

User Admin

Current Admin:
Scovel, Natalie
US TMA

User Profile \ User Search

Organizations
Application Users
Queue Users

User Search
 Add User

Name (Last) (First)
Wilson James

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

A red arrow points to the Search button.



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User Admin Functionality

Workflow Setup (4 of 5)

5. Select the appropriate Privacy Specialist from the search results and click on the Select button

The screenshot displays a web application interface for user administration. At the top, the date is Monday, January 24, 2005, and there is a Logoff link. Below the date, there are tabs for 'User' and 'Admin'. The 'User' tab is active. On the left side, there is a sidebar with the following items: 'Current Admin: Scovel, Natalie US TMA', 'Organizations', 'Application Users', 'Queue Users', 'User Search', and 'Add User'. A red arrow points to the 'User Search' link. The main content area is titled 'User Profile \ User Search' and contains a 'Search Results' table. The table has columns for ID, Name, SSN, Birth Date, and Address. The first row of results shows ID 504 and Name Wilson, James. Below the table is a 'Select' button. Underneath the button, there is a section for 'Other options:' with a link to 'Adjust your search criteria and try again.' At the bottom of the page, there is a copyright notice: 'Copyright © New Governance, Inc. 2000-2004, ALL RIGHTS RESERVED' and 'Version: 2.24'.

Monday, January 24, 2005 [Logoff](#)

User Admin

Current Admin:
Scovel, Natalie
US TMA

Organizations
Application Users
Queue Users

[User Search](#)
[Add User](#)

User Profile \ User Search

ID	Name	SSN	Birth Date	Address
504	Wilson, James			

Select

Other options:
[Adjust your search criteria and try again.](#)

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User Admin Functionality

Workflow Setup (5 of 5)

6. Set the Relationship Start Date/End Date (The end date is optional)
7. Click on the Save button

Monday, January 24, 2005 [Logoff](#)

User Admin


Current Admin:
Scovel, Natalie
US TMA


User Profile \ Privacy Specialist Details

Related Person: James Wilson

Organizations
Application Users
Queue Users

[User Search](#)
 [Add User](#)

Relationship Start Date (MANDATORY: the date when the relationship began or will begin)
 

Relationship End Date (OPTIONAL: the date when the relationship ended or will end)
 



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User Admin Functionality

Queue Setup (1 of 7)

- A queue is a distribution list for a specific organization that is comprised of two or more Privacy Specialists
- The User Admin at the local command sets up queues
- Queues are created to expedite the process of approving/denying a disclosure
- Only users affiliated with a given organization will see that organization's routing options



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User Admin Functionality

Queue Setup (2 of 7)

1. Select the Admin Tab
2. Select the Queue Users hyperlink

Monday, January 24, 2005 [Logoff](#)

User Admin

Current Admin:
Scovel, Natalie
US TMA

Organizations

Organizations
Application Users
Queue Users

- [User Search](#)
- [Add User](#)

Origin Organizations					
ID	Name	Parent Name	Address	Contact Person	Contact Phone
1006	10th MED GROUP-USAF ACADEMY CO	USAF A	4102 Pinion Drive Ste 4000 USAF Academy, CO 80840		
1109	10th Med GROUP- PETERSON AFB	HQ AIR FORCE SPACE COMMAND			
967	11TH MED GRP-BOLLING	HQ Air Force (Direct reporting unit)	238 Brookley Avenue RM 125 Bolling AFB, DC 20032		
1070	11th Wing	US Air Force	11 MDG/SGHQ 238 238 Brookley Ave Bolling AFB, DC 20032		
833	121ST GEN HOSP SEOUL	18th MEDCOM - KOREA	Unit # 15244 APO AP , 96205		



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User Admin Functionality

Queue Setup (3 of 7)

3. Click on the Modify button to add a new queue

The screenshot shows a web application interface for managing queue users. At the top, it displays the date "Tuesday, January 25, 2005" and a "Logout" link. Below this are tabs for "User" and "Admin". A sidebar on the left indicates the "Current Admin" is "Scovel, Natalie" from "US TMA" and lists navigation options: "Organizations", "Application Users", "Queue Users", "User Search", and "Add User". The main content area is titled "Queue Users" and features a "User Queue" dropdown menu set to "TMA Medical Clinic" and a "Modify" button. Below this are two lists: "Queue Members" (containing Joe Jones, Joe Miller, Joe Smith, and Pradeep Thaivalappil) and "All Other Users" (containing a long list of names including Admin 53, Admin Admin, User Admin, Mike Beedle, Christopher Brown, Ted Brown, Vince Carter, Andy Cirillo, Amanda Colantuoni, Laverneus Coles, Liza Dorsey, Amanda Dunlap, Chad Michael Dunlap, Chris Foster, Sarkis H Jalkian, and Joe Johnson). Between these lists are "Enable" and "Disable" buttons.



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User Admin Functionality

Queue Setup (4 of 7)

4. Click on the New button

Tuesday, January 25, 2005 [Logoff](#)

User Admin

Current Admin:
Scovel, Natalie
US TMA

Organizations
Application Users
Queue Users

- [User Search](#)
- [Add User](#)

User Queues

User Queues

ID	Queue Name
1	TMA Medical Clinic

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User Admin Functionality

Queue Setup (5 of 7)

5. Enter the description of the Queue in the text box
6. Click on the Save button
7. Once saved, select the Queue Users hyperlink

Tuesday, January 25, 2005 [Logoff](#)

User Admin

Current Admin:
Scovel, Natalie
US TMA


User Queues

Organizations
Application Users
Queue Users
User Search
Add User

ID	Queue Name
1	TMA Medical Clinic
24	Naval Hospital

[New](#)

[Save](#)



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User Admin Functionality

Queue Setup (6 of 7)

8. Select the Queue you created from the drop-down box

The screenshot shows a web application interface for user administration. At the top, it displays the date "Tuesday, January 25, 2005" and a "Logoff" link. Below this are tabs for "User" and "Admin". The "User" tab is active, and the page title is "Queue Users".

On the left side, there is a sidebar with the following information:

- Current Admin:** Scovel, Natalie, US TMA
- Organizations
- Application Users
- Queue Users
- Links: [User Search](#), [Add User](#)

The main content area is titled "Queue Users" and contains the following elements:

- User Queue:** A dropdown menu currently showing "TMA Medical Clinic".
- Queue Members:** A list of users: Joe Jones, Joe Miller, Joe Smith, and Pradeep Thaivalappil.
- Buttons:** "Modify", "Enable", and "Disable".
- All Other Users:** A scrollable list of other users including Admin 53, Admin Admin, User Admin, Mike Beedle, Christopher Brown, Ted Brown, Vince Carter, Andy Cirillo, Amanda Colantuoni, Laverneus Coles, Liza Dorsey, Amanda Dunlap, Chad Michael Dunlap, Chris Foster, Sarkis H Jalkian, and Joe Johnson.



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User Admin Functionality

Queue Setup (7 of 7)

9. Select the users that you want to add to the queue and click on Enable
10. Click on the Save button

Current Admin:
Scovel, Natalie
US TMA

Organizations
Application Users
Queue Users

- User Search
- Add User

Queue Users

User Queue: Naval Hospital [Modify]

Queue Members

- Chad Michael Dunlap
- Erin Miller
- James Wilson
- Clinton Portis

All Other Users

- Admin 53
- Admin Admin
- Admin3 Admin3
- Admin4 Admin4
- Admin5 Admin5
- Admin6 Admin6
- Admin7 Admin7
- Admin8 Admin8
- Amanda Colantuoni
- Amanda Dunlap
- Amanda Fox
- Andy Cirillo
- Chad Michael Dunlap
- Chad Michael Dunlap
- Chris Foster
- Christopher Brown
- First Middle Last
- Fred Thomas
- Igor Mameshin
- Joe Johnson
- Joe Jones
- Joe Miller
- Joe Smith
- Kevin York
- Laverneus Coles
- Liza Dorsey
- Mike Beedle
- Mouse Mickey
- Natalie Scovel
- Natalie Scovel

Enable

Disable

Save



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User Admin Functionality

Requester Favorites (1 of 6)

- An organization can create a list of requester "favorites" that show up in the requester drop-down list box
- User Admins can set up the list of favorites per organization
- If an organization name is not in the favorites list, the user will be allowed to search for it manually
- A given "requester" can appear in multiple "favorites" lists



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User Admin Functionality

Requester Favorites (2 of 6)

1. Select the Admin Tab
2. Select the Organization's hyperlink
3. Select the ID hyperlink for your Origin Organization

Monday, January 24, 2005 Logoff

User **Admin**

Current Admin:
Scovel, Natalie
US TMA

Organizations

Organizations
Application Users
Queue Users

- User Search
- Add User

Origin Organizations

ID	Name	Parent Name	Address	Contact Person	Contact Phone
1006	10th MED GROUP-USAF ACADEMY CO	USAFA	4102 Pinion Drive Ste 4000 USAF Academy, CO 80840		
1109	10th Med GROUP- PETERSON AFB	HQ AIR FORCE SPACE COMMAND			
917	11TH MED GRP-BOLLING	HQ Air Force (Direct reporting unit)	238 Brookley Avenue RM 125 Bolling AFB, DC 20032		
1070	11th Wing	US Air Force	11 MDG/SGHQ 238 238 Brookley Ave Bolling AFB, DC 20032		



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User Admin Functionality

Requester Favorites (3 of 6)

4. Scroll down to Favored Requesters and click on the Add button

Update

Contact People				
New				
ID	Name	Phone	Address	Primary
<i>There are currently no contact people associated with this organization. Click new to add one.</i>				

Child Organizations					
New					
ID	Name	Address	Contact Person	Contact Phone	Active
<i>There are currently no child organizations associated with this organization. Click new to add one.</i>					

Favored Requesters			
Add			
ID	Name	Address	
<i>There are currently no favored requesters associated with this organization. Click new to add one.</i>			

Associated Addresses						
New						
ID	Street	City	State	Zip	Alternate	Primary
709	4102 Pinion Drive Ste 4000	USAF Academy	CO	80840	No	📍



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User Admin Functionality

Requester Favorites (4 of 6)

5. Enter organization search criteria
6. Click on the Search button

12/26, 2011 Logout

User Admin

Requester Search

Choose one of the following options:

A. Select a Third-Party Organization (a third-party requester, such as a law enforcement agency or insurance company)

Law Offices of Joe Gibbs, 1411 Jefferson Davis, Arlington, VA 20220

B. 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) _____

EDIPH (an external identifier for the person) _____

Include Patient Records
 Include Non-Patient Records

C. 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) _____

* You must search for an existing requester or requesting organization before adding a new one.



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User Admin Functionality

Requester Favorites (5 of 6)

7. Select the correct organization by clicking on the name

January 26, 2011 Logoff

User Admin

Requester Search Results

Search Results - Click on the name to select a requester			
Name	Active	ID	Address
1 MDG Langley AFB Anywhere USA	Yes	1263	519 Pine Chaple Rd., Bldg 257, Langley Afb, VA 23665
10 Downing Street [1010]	Yes	1199	10 Downing St., APO, AE 09464-5000
101 mp det	Yes	1200	121 Washington St, Columbia, SC 29223-2522
15th Medical Group [0287]	Yes	1177	565 Scott Circle, Hickam Afb, HI 96782
1ID CID	Yes	1301	Cmr 442, Box 555, APO Ae 09042, AL, GM
245th district court	Yes	1258	555 N Mesa, El Paso, TX 76666-2410
283rd District Court	Yes	1256	200 Lincoln St., El Paso, TX 72222-2222
325Medical Group	Yes	1198	340 Magnolia Circle, Tndall Afb, FL 32404-5612
34th Circuit Court	Yes	1186	2345 E. Paisano, El Paso, TX 79920
5th Homebase	Yes	1242	123 Somewhere Ln., Minot, ND 58705-1111
60th MED GRP-TRAVIS-60 MDSS	Yes	1358	David Grant Medical Center, 60 Mdg/ofc Sym 101 Bodin Circl, Travis Afb, CA 94535
71st Medical Group, Vance AFB oklahoma [0338]	Yes	1141	527 Gott Rd., Enid, OK 73705-8999
89th MDG	Yes	1282	1234 Boggie Ln., Camp Springs, MD 22222-1111
AFIP	Yes	1193	6825 16th Street, Nw, Washington, DC 20306-6000
APG JAG	Yes	1240	
Aetna	Yes	1311	234 Hhh St. Dc. DE 22345



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User Admin Functionality

Requester Favorites (6 of 6)

- If the requester you are looking for is not listed, scroll to the bottom to add a new organization or person

Where are you	Yes	1205 23, Arlington, VI 25468
Williams Medical Insurance Claims	Yes	1303 222 Taylor, Arlington, VA 09601
Ziqqi Law Services	Yes	1202 666 Post Ln, Suite 1, Carlisle, PA 17013-5003
beatty and Assoc [1234]	Yes	1191 1234 Str, Heretown, LA 12344-5666
big bird inc.	Yes	1176 Asdf, Asdf, Asdf, CA 25896
dfasdf [ff]	Yes	1331 Dfaasd, Sdaf, Sdfasdf, AL 44444-4444
dlorenzo tricare health clinic [0256]	Yes	1281 5801 Army Pentagon, Washington, DC 20310-5801
dodah	Yes	1154 111, Ws, CO 98373
fake facility	Yes	1284 1987 Mimmin Way, Lawton, AK 30987-1234
law office of michael gopin	Yes	1262 200 E San Antonio, Smithfield, TX 22222-5555
new requestro	Yes	1155 111 First, Wells, AK 12344
nikki easton	Yes	1126 8912 Holton Rd, Temple Hills, MD 22302
northwest region	Yes	1174 Fort Lewis, Tacoma, WA 98433
osi	Yes	1150 Doolittle, Earfo, SD 57706
pZZA hJT	Yes	1285
pZZA hJT	Yes	1286 Next Door, Here, AL 12121-2111
robert murray	Yes	1182 29796 River Dr, Libertyville, IL 68098
sdf	Yes	1127 Sdf, Asdf, CA 22222
us primary training organization [1118]	Yes	1241
valencia hall day care	Yes	1269 3952 N Market St, St. Louis, MO 63113
valencia hall daycare	Yes	1271 2936 Olive St, St. Louis, MO 63113
wally Read	Yes	1130 15156 Royal Georgian Rd., Gurnee, AL 24567
walt disney	Yes	1131 3202 Holton Ln., Temple Hills, MD 22302

Other options:

- [Adjust your search criteria and try again.](#)
- [Create a new requester as a person.](#)
- [Create a new requester as an organization.](#)

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User Admin Functionality Summary

- You should now be able to:
 - Setup a workflow
 - Setup a queue
 - Create requester favorites



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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



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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 the user roles and responsibilities within the PHIMT



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