

In compliance with DPHHS Policy #013: Employee Access to PHI, the Montana Mental Health Nursing Care Center defines the level of access to PHI (Protected Health Information) for each employee. The following is the level of access and specific health information available to this position.

SUPPORT SERVICES

DIRECTOR OF SUPPORT SERVICES	LEVEL 3 ACCESS
All Resident Financial Care Plan Minutes Care Plans Admissions/Discharges Resident Ages & Acuity Levels Notification and Reason for Hospitalization Entire Medical Record	
LAUNDRY STAFF	LEVEL 2 ACCESS
Care Plan Minutes Care Plans	
MAINTENANCE SUPERVISOR & STAFF	LEVEL 2 ACCESS
Care Plan Minutes Care Plans	
PERSONNEL ASSISTANT	LEVEL 3 ACCESS
Resident Banking List Information for Resident Work Program ie: Name, Social Security Number, Date of Birth, Ethnic Background, Marital Status, Education Level, Citizenship Status, Military Status; PHI on incoming faxes; PHI on employees Workmen’s Compensation claims	
PURCHASING AGENT	LEVEL 2 ACCESS
Care Plan Minutes Care Plans	
HOUSEKEEPING SUPERVISOR & STAFF	LEVEL 2 ACCESS
Care Plan Minutes Care Plans	

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CLINICAL SUPPORT SERVICES

DIRECTOR OF CLINICAL SUPPORT

LEVEL 3 ACCESS

- Entire Medical Record
- Business Office Files
- Resident Work Program Files
- Recreation Files
- Social Service Files
- Care Plans
- 24 Hour Report Sheet
- Incident/Accident Reports

RECREATION SUPERVISOR

LEVEL 3 ACCESS

- Entire Medical Record
- Care Plans
- 24 Hour Report Sheet
- Incident/Accident Reports

SOCIAL WORKERS

LEVEL 3 ACCESS

- Entire Medical Record
- Social Services Files
- Resident Work Program Files
- Resident Mail (**if approved by Guardian/Care Plan Team**)
- Resident Accounts Balance
- Payee Status
- Burial Plan Information
- Other Financial Information (**approved by Director Clinical Support/Office Manager**)
- 24 Hour Report Sheet
- Incident/Accident Reports

RECREATION AIDES

LEVEL 3 ACCESS

- Care Plans
- Medical Records (Minimal)
- Face Sheet
- Social Services
- Dietary
- Activities

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MEDICAL RECORDS	LEVEL 3 ACCESS
Entire Medical Record	
Medicaid/Medicare Information from Business Office Care Plan	
SUPERINTENDENT	LEVEL 3 ACCESS
Entire Medical Record	
PSYCHOLOGY SPECIALIST	LEVEL 3 ACCESS
Entire Medical Record	

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PHARMACY

PHARMACIST

LEVEL 3 ACCESS

Entire Medical Record

Controlled Substance Distribution/Loss or Wastage Report

Pharmacy Tech

LEVEL 2 ACCESS

MAR

Dr. Orders

Controlled Substance Distribution/Loss or Wastage Report

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FOOD SERVICES

REGISTERED NUTRITIONIST/REGISTERED DIETICIAN LEVEL 3 ACCESS

- Entire Medical Record
- Meal Chart/Snack Reports
- Care Plans
- Skin Report

CERTIFIED DIETARY MANAGER

LEVEL 3 ACCESS

- Entire Medical Record
- Meal Chart/Snack Reports
- Care Plans
- Skin Report

DIETARY STAFF

LEVEL 2 ACCESS

- Diet Slips
- Care Plans
- Care Plan Minutes

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BUSINESS OFFICE

OFFICE MANAGER LEVEL 3 ACCESS

- Financial Records
- Entire Medical Record
- Admission (s) Paperwork
- PHI on incoming faxes

SOCIAL SERVICE TECH LEVEL 3 ACCESS

- Financial Records
- Entire Medical Record
- Admission (s) Paperwork
- PHI on incoming faxes

SECRETARY LEVEL 3 ACCESS

- Admission (s) Paperwork
- Medical Records – (Data Base)
- PHI on incoming faxes

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NURSING DEPARTMENT

NURSE(S), Ward Clerks, Administrative Assistant LEVEL 3 ACCESS

- Entire Medical Record
- Care Plans
- Care Plan Minutes
- Care Conferences
- 24 Hour Report Sheets
- Employee Immunization Folder
- Incident/Accident Reports
- Controlled Substance Distribution/Loss or Wastage report

CNA Supervisors and CNA's LEVEL 3 ACCESS

- 24 Hour Report Sheet
- Daily Report Sheets
- Minimal Medical Record
- Face Sheet
- Monthly ADL's
- Care Plans
- Graphics
- Care Conference
- ROM Ambulation
- Rehab and Therapy
- Social Services
- Dietary
- Activities

SPEECH/OCCUPATIONAL/PHYSICAL THERAPY LEVEL 3 ACCESS

- Physician Orders
- Progress Notes
- Phy H&P
- Rehab & Therapy