

## ANALYTICAL TEST

**Ask Yourself:**

1. Is access to this record or this information part of my daily job requirements?
2. Is this access necessary for Treatment, Payment or Health Care Operations?
3. Am I accessing information to do something that will help a patient in some way, even though it is not part of my regular job?
  - a. Promote patient safety? Prevent missed appointment? Improve patient experience? Provide good customer service? Promote efficiency in our workflow?
4. Is there any other way that I can obtain this information other than accessing the account?

*If the answer is “yes” to #1-#3, it is required/allowed for you to access the information. If there is an alternate method to obtain the information, try the alternate method first.*

**If you are unsure, follow this rule of thumb.....ASK!**

See reverse for resources



RESOURCES

1. **Ask/tell your supervisor.**
2. **Ask/tell another supervisor, if your supervisor is unavailable.**
3. **Contact HIPAA Privacy Office (203-432-5919)**
4. **Email - [hipaa@yale.edu](mailto:hipaa@yale.edu)**