

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**