

## Manager Authorization for Students

This form must be completed to authorize a student to perform work for Northwest Hospital & Medical Center, either on NWHMC campus or from a remote location. Completed forms should be sent, with attachments, to Security and the Help Desk (email below) prior to the start of work for Northwest Hospital.

Legal Name*			School*			
<i>First</i>	<i>Middle</i>	<i>Last</i>				
Assigned Department		Assigned Cost-Center Code*	Program*			
			Grad	Undergrad	Associate	Other
Start Date*		End Date* <small>(Max one year – may be extended later)</small>	Email*		Phone*	
Security Responses – Used for password resets only	Mother's Maiden Name:*		Favorite Person from History:*			
Physical Location*						
On NWH Campus		Remote Only		Both remote and on campus		
NWH Access*						
NHWMC Network		NWHMC Email		NWHMC Extranet		
Indicate any applications that will be required:						
PulseCheck (ED)	Soarian Clinicals / EDM		View Only (Job Code 8043)		Critical Care	
MAK (Birth Year: )	Horizon Enterprise Fiscal Mgmt		Model after user:		Obix	
GE Centricity Web	Horizon Enterprise Materials Mgmt		Model after user:		RALS AccuCheck	
Other Application(s):						
Will this person have access to Protected Health Information (PHI)?			Yes	No		
If yes, check which types (all that apply):		Treatment	Payment	Operations		
I authorize the above named student to perform work for Northwest Hospital. I understand that, as manager, I am responsible for submitting a helpdesk ticket to initiate and terminate computer access for this student. All necessary affiliation agreements and information security agreements have been completed:						
<small>(Authorizing Manager Signature; must be NWH employed)</small>			<small>(Printed Name)</small>		<small>(Date)</small>	
Main contact person for provisioning (if other than authorizing manager):						
Name		Job Title		Extension / Phone Number		
All faculty and students must provide a complete Background Authorization form and a UW Privacy, Confidentiality, and Information Security Agreement prior to performing work for Northwest Hospital:						
Background Authorization Form (attach)			UW Privacy, Confidentiality, and Information Security Agreement (attach)			

**Completed and e-signed form should be emailed to**  
**[uw\\_nwh\\_dl\\_student-provisioning@uw.edu](mailto:uw_nwh_dl_student-provisioning@uw.edu) along with completed forms: 1) Background Authorization and 2) UW Privacy, Confidentiality, and Information Security Agreement to be processed.**

**HIPAA** requires that we identify the members of our workforce who need access to PHI (any identifiable patient information) to carry out their duties\*. This applies to both electronic and written information, accessed or disclosed for the purpose of one or more of the following.

- Treatment (direct care—see definition below) and/or
- Payment (financial reimbursement-- see definition below) and/or
- Operations (tasks that support delivery of care—see definition below)

\*Please indicate those titles/positions in which the incumbents access patient information in carrying out the **ESSENTIAL FUNCTIONS** of the job (versus incidental or occasional functions or accidental).

**STEP 1**--The first question to consider is-- does a position (title) require that the incumbents have access to PHI (including as little as demographics like patient name and address) to perform the **essential functions** of the job? If the position does not require PHI access as an essential function, or if only incidental, occasional or accidental PHI access is likely, mark "NO".

**STEP 2**--If the answer to #1 is yes, then what are the types of functions that the position's incumbents do that require that PHI access? Mark "YES" and indicate T, P, and/or O, as applicable.

- a) Providing or coordinating direct treatment, diagnosis, or care of the patient?
- b) Performing payment functions like billing, collections, utilization review, checking that the patient has insurance, etc--doing the things that are related to getting paid for services?
- c) Performing operations functions like QA, contracting, business planning, customer service etc.?

## HIPAA DEFINITIONS

**Protected Health Information (PHI):** any individually identifiable health information, including demographic information

**Treatment** means the provision, coordination, or management of health care and related services by one or more health care providers, including the coordination or management of health care by a health care provider with a third party; consultation between health care providers relating to a patient; or the referral of a patient for health care from one health care provider to another.

**Payment** means the activities undertaken by a covered health care provider or health plan to obtain or provide reimbursement for the provision of health care; including:

- Eligibility verification
- Coordination of benefits
- Determination of cost sharing amounts
- Adjudication of claims
- Billing
- Claims management
- Collection activities
- Payment for re-insurance
- Related healthcare processing
- Review of services for medical necessity
- Review of coverage for services
- Review for appropriateness of care
- Review for justification of charges
- Utilization review activities
- Pre-certification and pre-authorization
- Concurrent and retrospective review
- Disclosure to consumer reporting agencies relating to collection of premiums or reimbursement

**Health care operations** means any of the following activities of the covered entity:

- Quality assessment and improvement activities, including outcomes evaluation and development of clinical guidelines
- Case management and care coordination
- Reviewing the competence or qualifications of health care professionals
- Training programs for students
- Accreditation, certification, licensing, or credentialing activities
- Underwriting, premium rating, and other activities relating to the creation, renewal or replacement of a contract of health insurance or health benefits
- Conducting or arranging for medical review, legal services, and auditing functions, including fraud and abuse detection and compliance programs;
- Business planning and development
- Business management and general administrative activities, including, but not limited to:
  - Customer service
  - Resolution of internal grievances
  - The sale, transfer, merger, or consolidation of all or part of a covered entity with another covered entity
  - Creating de-identified health information and fundraising for the benefit of the covered entity