



## **Survey to Establish Classes and Categories for HIPAA Requirement**

The Health Insurance Portability and Accountability Act (HIPAA) mandates that providers establish classes of users and categories of information in order to meet the minimum necessary or “need to know” standard. To meet this requirement, the HIPAA Classes and Categories subcommittee has developed a survey for data system administrators to complete. The purpose of the survey is to determine which individuals within LUHS have access to what protected health information (PHI) so that the classes and categories may be established.

Last year the team conducted an initial survey that asked administrators whether they had a database containing PHI. The new survey is a closer look at that initial question. It asks the administrator to identify the level of access an individual has to a given system and whether that level of access is the minimum necessary for a person to complete his job. The goal is not to police the system but to recommend policy based on the results.

The survey is scheduled for distribution in February. It will be sent via e-mail to each administrator who will be required to sign up and attend an information session. How to complete the survey and answers to questions will be the focus of the mandatory session. The cooperation of all those asked to complete the survey is essential. The HIPAA implementation deadline is April 14.

Scheduling for the information sessions will be done electronically. Other questions related to this invitation should be directed to Karen Adamson, chair, HIPAA Classes and Categories Committee.