

# Protected Health Information Management Tool (PHIMT)

Regular User  
Version 3.0  
April 2011



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# PHIMT Training Objectives

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- Upon completion of this training you should be able to :
  - Identify the use of the PHIMT in meeting the Accounting of Disclosures requirement of the HIPAA Privacy Rule
  - Describe the necessary policies and procedures
  - Describe and perform all Regular User functionality



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# Introduction to PHIMT

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# Introduction to PHIMT

## Objectives

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- Upon completion of this lesson you should be able to :
  - Explain what the PHIMT is and why it exists
  - Describe the capabilities of the PHIMT
  - Identify the advantages of using the tool
  - Identify the 14 Permitted Uses and Disclosures
  - Describe the PHIMT terminology, user roles, and permissions
  - Explain the PHIMT Hierarchy



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## Introduction to PHIMT

# What is the PHIMT?

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- The PHIMT is a web-based application that assists in complying with the HIPAA Privacy Disclosure Accounting Requirement
  - Commercial Off-The-Shelf (COTS) product customized for Defense Health Agency (ÖPA)
  - Deployed in October 2003 with a series of training supporting the deployment to the Military Treatment Facilities (MTFs)
  - Centrally managed application that is accessed via the Internet



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## Introduction to PHIMT

# Why Does the PHIMT Exist?

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- The HIPAA Privacy Rule requires a Covered Entity (CE) to maintain a history of when and to whom disclosures of protected health information (PHI) are made for purposes other than treatment, payment and healthcare operations (TPO)
- Individuals have the right to receive an accounting of disclosures of PHI made by the CE
- The Military Health System (MHS) must be able to provide an accounting of those disclosures to an individual upon request
  - Not required to account for disclosures that occurred prior to the April 14, 2003 compliance date
- To comply with this requirement, Defense Health Agency provides an electronic disclosure-tracking tool



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# Introduction to PHIMT

## Tool Capabilities

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- The tool enables users to:
  - Track PHI requests or release of information
  - Maintain authorizations
  - Track complaints
  - Create an automated workflow process developed by the users
  - Create pre-defined requesters from organizations
  - View the details about the information disclosed
- It allows users to track disclosures, document requests for amendments and authorizations, document complaints and restrictions to PHI



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## Introduction to PHIMT

# Advantages of the PHIMT

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- Consolidates multiple tasks into one electronic environment
- Web based, centrally managed system
- Over 2000 users worldwide
- Protects the data
  - Allows for role-based access in maintaining the records and accessing patient information
  - DISA Protected Enclave
  - Defense Information Assurance Certification and Accreditation Process (DIACAP) certified
- Pre-populated drop-down fields
- Streamlined disclosure process
- Multiple disclosure accounting



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## Introduction to PHIMT

# 14 Permitted Uses and Disclosures (1 of 2)

- Permitted Uses and Disclosures

- For the permitted uses and disclosures listed below, a patient's opportunity to agree or object is not required

- 1. As required by law**
- 2. Avert serious threats to health or safety**
- 3. Specialized government functions**
- 4. Judicial and administrative proceedings**
- 5. Medical facility patient directories**
- 6. Cadaver organ, eye or tissue donation purposes**
- 7. Victims of abuse, neglect or domestic violence**



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## Introduction to PHIMT

# 14 Permitted Uses and Disclosures (2 of 2)

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- Permitted Uses and Disclosures
  - For the permitted uses and disclosures listed below, a patient's opportunity to agree or object is not required

- 8. Inmates in correctional institutions or in custody**
- 9. Workers' compensation**
- 10. Research purposes**
- 11. Public health activities**
- 12. Health oversight activities**
- 13. About decedents**
- 14. Law enforcement purposes**



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## Introduction to PHIMT

# Key PHIMT Terminology

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- **User** - an individual assigned to an organization within the tool
- **Organization** - a logical or physical entity such as an MTF, a Service or DHA
- **Role** - a named collection of permissions within the tool
  - A user can have the same roles in multiple organizations, or different roles in multiple organizations



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## Introduction to PHIMT

# User Roles and Permissions

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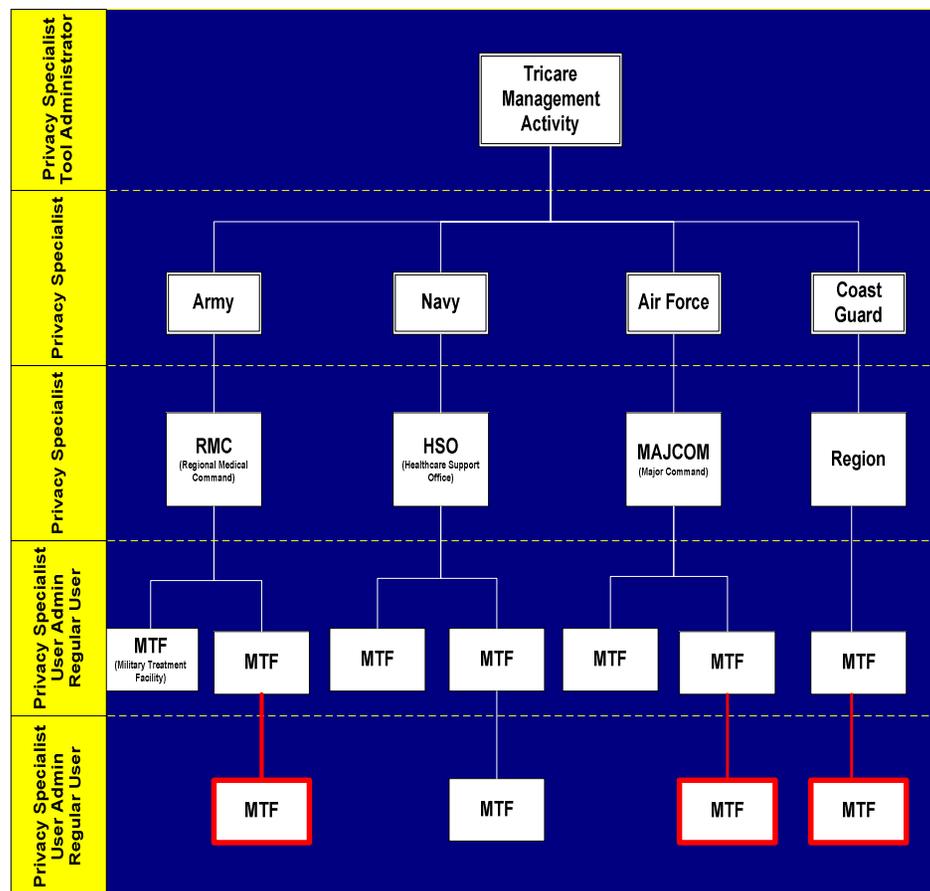
- **User Admin** is a local admin for an MTF or a designated Service. This role may be handled by the email account administrators for each MTF or Service
- **Privacy Specialist** is the Privacy Officer or designee at an MTF or Service level. This role allows the user to maintain disclosure reporting, approve/deny disclosure requests, amendments to requests, restrictions to disclosures, disclosure suspensions and generate associated letters
- **Regular User** is a general role with basic functionality. This role can create disclosures and authorization requests that can be routed on to a Privacy Specialist



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# Introduction to PHIMT Hierarchy



These do not exist at this point, but can be added to the PHIMT



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# Introduction to PHIMT

## Summary

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- You should now be able to:
  - Explain what the PHIMT is and why it exists
  - Describe the capabilities of the PHIMT
  - Identify the advantages of using the tool
  - Identify the 14 Permitted Uses and Disclosures
  - Describe the PHIMT terminology, user roles, and permissions
  - Explain the PHIMT Hierarchy



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# Regular User Functionality

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## Regular User Functionality Objectives

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- Upon completion of this lesson you should be able to :
  - Search for a patient
  - Record a Request for Disclosure/Accounting of Disclosures
  - Identify the streamlined process for recording a disclosure



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## Regular User Functionality

# Common Access Card

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- The PHIMT is Common Access Card (CAC) enabled
- All users must have a CAC in order to login to the PHIMT



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## Regular User Functionality

# Patient Search (1 of 4)

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- The user must search for a patient record in order to:
  - Track a disclosure
  - Identify an authorization or restriction
  - Track a complaint



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# Regular User Functionality

## Patient Search (2 of 4)

1. Select the Patient Tab
2. Type in the Search Criteria
3. Click on the Search button

Current Patient: None

Patient Profile

■ Patient Search

**Patient Search**

Sponsor SSN (in ###-##-#### format, enter '000-00-0000' if not known)

-  -

- OR -

by Name/State (Last) (First)

,

(State) (Birth Date in MM/DD/YYYY format)

-  -

- OR -

SSN (in ###-##-#### format, enter '000-00-0000' if not known)

-  -

- OR -

EDIPN (DoD EDI Person Identifier)

- OR -

by System ID (the identifier created by this system for the person)

Search

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# Regular User Functionality

## Patient Search (3 of 4)

***NOTE:*** The search limitation within the PHIMT is 600 records. This means that if your search results in over 600 records, you must narrow your search

Current Patient: None

Patient Profile

■ Patient Search

**Patient Search**

Error(s) have occurred:  
■ Too many results (over 600) match your search criteria, please change or provide additional criteria and resubmit.

Sponsor SSN (in ###-##-#### format, enter '000-00-0000' if not known)  
 -  -

- OR -

by Name/State (Last) (First)  
 ,

(State) (Birth Date in MM/DD/YYYY format)  
-  -

- OR -

SSN (in ###-##-#### format, enter '000-00-0000' if not known)  
 -  -

- OR -

EDIPN (DoD EDI Person Identifier)

- OR -

by System ID (the identifier created by this system for the person)

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# Regular User Functionality

## Patient Search (4 of 4)

- The Search Results screen will display

Current Patient: None

Patient Profile

- Patient Search

### Patient Search Results

Search Results - Click on the name to select a person

Name	ID	SSN	Sponsor SSN	Birth Date	Address
<u>Smith, Joe</u>					
<u>Smith, Joe</u>					

Other options:  
[Adjust your search criteria and try again.](#)  
[Create a new Patient record.](#)

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## Regular User Functionality

# Recording a Request (1 of 11)

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- An individual has a right to receive an accounting of disclosures of PHI made by a CE in the 6 years prior to the date that the accounting is requested
  - DoD 6025.18-R Chapter 13
- Regular Users can record a request for:
  - A disclosure
  - An accounting of disclosures
- Only Privacy Specialists can approve or deny the request



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## Regular User Functionality

# Recording a Request (2 of 11)

1. Select the Requests Tab
2. Click on the Disclosure radio button
3. Click on the Next button

Thursday, September 27, 2007 [Patient Search](#) [Logoff](#)

Patient User Requests Requester

Current Request: None

Create New Request

Select Request Type

- Disclosure
- Disclosure Accounting
- Simple Disclosure Request

Next



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# Regular User Functionality

## Recording a Request (3 of 11)

4. Type in the patient search criteria
5. Click on the Search button

Current Patient: None

Patient Search

Patient Profile

▣ Patient Search

Sponsor SSN (in ###-##-#### format, enter '000-00-0000' if not known)

-  -

- OR -

by Name/State (Last) (First)

,

(State) (Birth Date in MM/DD/YYYY format)

-  -

- OR -

SSN (in ###-##-#### format, enter '000-00-0000' if not known)

-  -

- OR -

EDIPN (DoD EDI Person Identifier)

- OR -

by System ID (the identifier created by this system for the person)

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# Regular User Functionality

## Recording a Request (4 of 11)

6. Select the patient by clicking on their name

Current Patient: None

Patient Profile

- Patient Search

### Patient Search Results

Search Results - Click on the name to select a person

Name	ID	SSN	Sponsor SSN	Birth Date	Address
<u>Smith, Joe</u>					
<u>Smith, Joe</u>					

Other options:  
[Adjust your search criteria and try again.](#)  
[Create a new Patient record.](#)

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# Regular User Functionality

## Recording a Request (5 of 11)

7. Select the Requester (The Requester Search screen will appear)
8. Complete the information fields to search by patient, third party organization, person, or organization (Only complete one field)
9. Click, Select, or Search (for that field)
  - Example: If the request is being made by the patient themselves, click on the Select button next to the patient's name

The screenshot shows the 'Requester Search' interface. At the top, there are tabs for 'Patient', 'User', 'Requests', and 'Requester'. Below these are sub-tabs: 'Select Patient', 'Select Requester', 'Request Details', 'Disclosure Details', and 'Request Action'. The 'Select Patient' sub-tab is active, and a red arrow points to the 'Select' button next to the patient name 'Dunlap, Noelle Kristine'. Below this, there are three other search options: 'Select a Third-Party Organization', 'Search for a Person', and 'Search for an Organization'. Each of these options has a 'Select' or 'Search' button, and red arrows point to these buttons. The 'Search for a Person' section includes fields for 'Name', 'System ID', and 'EDPHI', along with checkboxes for 'Include Patient Records' and 'Include Non-Patient Records'. The 'Search for an Organization' section includes fields for 'Name' and 'DMIS Code'.



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# Regular User Functionality

## Recording a Request (6 of 11)

10. Confirm Requester and Recipient Details. Verify and/or complete the information fields
11. Click on the Next button

Tuesday, January 25, 2005 [Patient Search](#) [Logout](#)

Patient User Requests Requester

Current Request: Disclosure

Select Patient (1) **Select Requester (2)** Request Details (3) Disclosure Details (4) Request Action (5)

- Create New Request
- Search for a Request

### Confirm Requester and Recipient Details

**Patient:** Peter Kramer  
**Date of Birth:** 1970-08-11  
**SSH:** 234125689  
**Address:** 211 River Rd., Alexandria, VA 22454

**Requester:** Peter Kramer [change](#)  
**Address:**  [Add New](#)

**Recipient:** [Same as requester](#)  
[set a different recipient](#)



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# Regular User Functionality

## Recording a Request (7 of 11)

12. Enter/Confirm the Request Details
13. Click Next

Thursday, January 27, 2011 Patient Search Logoff

Patient User Requests Requester

Current Request: Disclosure

Select Patient (1) Select Requester (2) Request Details (3) Disclosure Details (4) Request Action (5)

- Create New Request
- Search for a Request

### Request Details

Fields marked with an asterisk (\*) are required.

**Patient**  
Name: Noelle Dunlap  
SSN #: 182483847  
Birth Date: 09-04-2002  
Address: 6308 Betsy Ross Ct, Fairfax, AL 09129

**Requester**  
Name: Law Offices of Joe Gibbs  
Address: 1411 Jefferson Davis, Arlington, VA 20220

**Recipient**  
Name: Noelle Kristine Dunlap  
Address: 6308 Betsy Ross Ct, Fairfax, AL 09129

\* Requester Identity Verified (was the requester's identity verified?)  
Undefined

Description of Requester Identity Verification (required if requester identity verification was defined as 'other')

Back Next

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# Regular User Functionality

## Recording a Request (8 of 11)

14. Enter in the Disclosure Details: Request date, disclosure type, origin organization and disclosure purpose

*NOTE: The Disclosure description will be automatically populated once a disclosure type is selected*

Monday, October 8, 2007 Patient Search Logoff

Patient User Requests Requester

Current Request: Disclosure

Select Patient Select Requester Request Details Disclosure Details Request Action

1 2 3 4 5

Create New Request  
Search for a Request

### Disclosure Details

Fields marked with an asterisk (\*) are required.

Request Date (the disclosure request date in MM/DD/YYYY format)  
10/08/2007

Disclosure Type (the type of disclosure)  
Inmates in Correctional Institutions or in Custody

Disclosure Description (a read-only description and example of the disclosure type selected above)  
A correctional institution or a law enforcement official having lawful custody of an inmate or other individual PHI about such inmate or individual. If the correctional institution or such law enforcement official represents that such protected health information is necessary

Disclosure Date (the disclosure date in MM/DD/YYYY format)  
10/08/2007

Origin Organization (where the disclosure originated)  
Primary Training Organization

Disclosure Purpose (the purpose of the disclosure)  
Regulatory



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## Regular User Functionality

# Recording a Request (9 of 11)

15. Scroll down the screen and enter: PHI description and disclosure comments
16. Click on the Next button

**Disclosure Purpose** *(the purpose of the disclosure)*

Law Enforcement

Other:

**Protected Health Information Description** *(the description of the Protected Health Information disclosed)*

Complete Health Record(s)

Consultation Report(s)

Discharge Summary

History and Physical Examination

Laboratory Test(s)

Operative Report(s)

Pathology Report(s)

Progress Notes

Other:

**Disclosure Comments** *(the INTERNAL comments for this disclosure - these do NOT show up in the Protected Health Information disclosure report)*

Back Next



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# Regular User Functionality

## Recording a Request (10 of 11)

17. Enter in the Request Action Details
18. From the Action drop-down box, select the appropriate routing option (Privacy Specialist)
19. Click on the Save button

The screenshot shows a web application interface for recording a request. At the top, there are tabs for Patient, User, Requests, and Requester. Below these are sub-tabs: Select Patient (1), Select Requester (2), Request Details (3), Disclosure Details (4), and Request Action (5). The 'Request Action' sub-tab is active. On the left, there are links for 'Create New Request' and 'Search for a Request'. The main form area is titled 'Request Action' and contains the following sections:

- Patient:** Name: Peter Kramer, SSN #: 234125689, Birth Date: 08-11-1970, Address: 211 River Rd., Alexandria, VA 22454
- Requester/Recipient:** Name: Peter Kramer, Address: 211 River Rd., Alexandria, VA 22454
- Details of the Request:** (requester's comments about the scope of this request)
- Approved Part:** (for partially approved requests, describe part of request that was approved)
- Denied Part:** (for partially denied requests, describe part of request that was denied)
- Action:** (action for this request) - A red box highlights the dropdown menu, and a red arrow points to the selected option 'Route to Privacy Specialist'.

At the bottom of the form are 'Back' and 'Save' buttons.



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# Regular User Functionality

## Recording a Request (11 of 11)

The Disclosure Request Summary will display

Tuesday, January 25, 2005 [Patient Search](#) [Logoff](#)

[Patient](#) [User](#) [Requests](#) [Requester](#)

**Current Request:**  
Disclosure

Summary  
History  
Documents  
Request Details  
Disclosure Details  
Request Action

- Create New Request
- Search for a Request

### Request Summary

**Patient**  
**Name:** Peter Kramer  
**SSN #:** 234125689  
**Birth Date:** 08-11-1970  
**Address:** 211 River Rd., Alexandria, VA 22454

**Requester/Recipient**  
**Name:** Peter Kramer  
**Address:** 211 River Rd., Alexandria, VA 22454

**Request Status:** Routed for Approval  
**Request Creation Date:** 01/25/2005 at 04:06:05 PM EST  
**Request Last Update Date:** 01/25/2005 at 04:06:06 PM EST

Other Request Details	
Description	Details
Request Type	Disclosure
Details of the Request	
Disclosure Type	Type: Law Enforcement Purposes, ID: 268, Date: 01/25/2005
Start Date	01/25/2005
End Date	02/25/2005
PHI Items	Complete Health Record(s)
Authority Verified	Patient is Requester



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## Regular User Functionality

# Recording a Request- Streamlined Process

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- The Streamlined Disclosure process was requested by the field to:
  - Decrease the number of steps for recording a disclosure request
  - Eliminate optional fields that were not required
- Users can still record a disclosure request using the Wizard
- Disclosure descriptions were added to the PHIMT to make it easier for the user to select the appropriate Disclosure Type



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## Regular User Functionality

# Simple Disclosure vs. Disclosure Wizard

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- The Simple Disclosure radio button includes two screens:
  - Select Patient
  - Disclosure Details
- The Disclosure radio button (Wizard) includes 5 screens:
  - Select Patient
  - Select Requester
  - Request Details
  - Disclosure Details
  - Request Action



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# Regular User Functionality

## Simple Disclosure Request (1 of 9)

1. Click on the Requests Tab
2. Click on the Simple Disclosure radio button
3. Click the Next button

Monday, May 14, 2007 [Patient Search](#) [Logoff](#)

Patient User **Requests** Requester

Current Request: None **Create New Request**

Select Request Type

- Create New Request
- Search for a Request

Disclosure

Disclosure Accounting

Simple Disclosure Request





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# Regular User Functionality

## Simple Disclosure Request (2 of 9)

4. Type in the patient search criteria
5. Click on the Search button

Thursday, January 27, 2011 Patient Search Logoff

Patient User Requests Requester

**Current Request:**  
Simple Disclosure Request

Select Patient Disclosure Details

① ②

■ Create New Request  
■ Search for a Request

### Patient Search

Sponsor SSN (in ###-##-#### format, enter '000-00-0000' if not known)

-  -

- OR -

by Name/State (Last) (First)

,

(State) (Birth Date in MMDD/YYYY format)

-  -

- OR -

SSN (in ###-##-#### format, enter '000-00-0000' if not known)

-  -

- OR -

EDIPID (DoD EDI Person Identifier)

- OR -

by System ID (the identifier created by this system for the person)

←



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# Regular User Functionality

## Simple Disclosure Request (3 of 9)

6. Select patient from the Search Results screen

Current Patient: None

Patient Profile

- Patient Search

### Patient Search Results

Search Results - Click on the name to select a person

Name	ID	SSN	Sponsor SSN	Birth Date	Address
<u>Smith, Joe</u>					
<u>Smith, Joe</u>					

Other options:  
[Adjust your search criteria and try again.](#)  
[Create a new Patient record.](#)

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## Regular User Functionality

# Simple Disclosure Request (4 of 9)

- Click on the Multiple Disclosures for the same purpose radio button (The disclosure frequency was added to differentiate between single and multiple disclosures. It is defaulted to single)

- Create New Request
- Search for a Request

### Disclosure Details

Fields marked with an asterisk (\*) are required.

\* **Patient** (the Patient to whom the disclosure applies)  
Name: Dhel Test  
SSN #: 108693548  
Birth Date: 10/28/1930  
Address: Ahruntep1277 Vinton, VA 24179-1036

\* **Disclosure Frequency** (the frequency, periodicity, or number of disclosures made)  
 Single Disclosure  Multiple Disclosures for the same Purpose

\* **Requester** (the organization or person requesting the disclosure)

Name:  
Address:  
Phone:  
Contact Person:



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## Regular User Functionality

# Simple Disclosure Request (5 of 9)

8. The Disclosure Frequency fields will appear
9. Select the occurrence, start date, and end date
10. Click on the Requester Change button

Create New Request  
 Search for a Request

### Disclosure Details

Fields marked with an asterisk (\*) are required.

\* **Patient** *(the Patient to whom the disclosure applies)*  
Name: Dhel Test  
SSN #: 108693548  
Birth Date: 10/28/1930  
Address: Ahruntep1277 Vinton, VA 24179-1036

\* **Disclosure Frequency** *(the frequency, periodicity, or number of disclosures made)*  
 Single Disclosure  Multiple Disclosures for the same Purpose  
Occurs once  or  times from  to

\* **Requester** *(the organization or person requesting the disclosure)*

Name:  
Address:  
Phone:  
Contact Person:



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# Regular User Functionality

## Simple Disclosure Request (6 of 9)

### 11. Search for the Requester

Thursday, January 27, 2011 [Patient Search](#) [Logout](#)

Patient User Requests Requester

**Current Request:**  
Simple Disclosure Request

1 2

■ Create New Request  
■ Search for a Request

#### Requester Search

Choose one of the following options:

**A. Select the Patient** (the request is being made by the Patient themselves)

Dunlap, Chad

**B. Select a Third-Party Organization** (a third-party requester, such as a law enforcement agency or insurance company)

Law Offices of Joe Gibbs, 1411 Jefferson Davis, Arlington, VA 20220

**C. Search for a Person** (search for another person, or add a new one\*)

**Name** (Last) , (First) An \* may be used as a wildcard.

,

**System ID** (the identification number created by this system for the person)

**EDIPH** (an external identifier for the person)

Include Patient Records  
 Include Non-Patient Records

**D. Search for an Organization** (search for another organization, or add a new one\*)

**Name** (All or part of the name of the organization. An \* may be used as a wildcard.)

**DMIS Code** (the external identifier for the organization)



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# Regular User Functionality

## Simple Disclosure Request (7 of 9)

### 12. Select the Requester from the Search Results screen

Current Request: Simple Disclosure Request

■ Create New Request  
■ Search for a Request

Patient    User    Requests    Requester

Select Patient    Disclosure Details

①    ②

#### Requester Search Results

Search Results			
	ID	Name	Address
<input type="radio"/>	748	Smith, John 2	34800, Suite 4, San Diego, CA 92134-9999
<input checked="" type="radio"/>	253	Smith, John	1456 Terry Ln., Warston, MT 12554
<input type="radio"/>	749	Smith, John	13450, Bob Wilson, San Diego, CA 92134

**Other options:**  
[Adjust your search criteria and try again.](#)  
[Create a new requester as a person.](#)  
[Create a new requester as an organization.](#)



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# Regular User Functionality

## Simple Disclosure Request (8 of 9)

13. Select the Requester Identity Verified drop-down
14. Select the Disclosure Type from the drop-down

\* Requester (the organization or person requesting the disclosure)

Name: Smith, John  
Address: 1456 Terry Ln., Warston, MT 12554  
Phone:  
Contact Person:

\* Requester Identity Verified (was the requester's identity verified?)

Social Security Number

Description of Requester Identity Verification (required if requester identity verification was defined as 'other')

\* Request Date (the disclosure request date in MM/DD/YYYY format)

05/14/2007

\* Recipient (the organization or person where the disclosure went)

Name: Smith, John  
Address: 1456 Terry Ln., Warston, MT 12554  
Phone:  
Contact Person:

\* Disclosure Type (the type of disclosure)

Specialized Government Functions (Active Duty Disclosure)

Disclosure Description (a read-only description and example of the disclosure type selected above)

Use and disclose the PHI of individuals who are Armed Forces personnel for activities deemed necessary by appropriate military command authorities to assure the proper execution of the military mission. The purposes for which any and all of the PHI of an individual who is a member of the Armed Forces may be used or disclosed are: 1) To determine the member's fitness for duty 2) To determine the member's fitness to perform any particular mission, assignment, order, or duty, including compliance with any actions required as a precondition to performance of such mission, assignment, order, or duty. 3) To carry out activities under the authority of DoD Directive 6490.2. 4) To report on casualties in any military operation or activity in accordance with applicable military regulations or procedures. 5) To carry out any other activity necessary to the proper execution of the mission of the Armed Forces



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## Regular User Functionality

# Simple Disclosure Request (9 of 9)

15. Select the Disclosure Purpose from the drop-down
16. Complete the “Other/Details” text box
17. Scroll down the screen and enter: PHI description and disclosure comments

Disclosure Date (the disclosure date in MM/DD/YYYY format)  
06/14/2007

\* Origin Organization (where the disclosure originated)  
US TMA

\* Disclosure Purpose (the purpose of the disclosure)  
Medical

Other/Details (\*Required for all Multiple Disclosures):  
To determine the member's fitness to perform any particular mission, assignment, order, or duty, including compliance with any actions required as a precondition to performance of such mission,

\* Protected Health Information Description (the description of the Protected Health Information disclosed)

- Complete Health Record(s)
- Consultation Report(s)
- Discharge Summary
- History and Physical Examination
- Laboratory Test(s)
- Operative Report(s)
- Pathology Report(s)
- Progress Notes



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*Any data herein that may be construed as personal information is fictitious and intended for training and operational purposes only.*



# Regular User Functionality Summary

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- You should now be able to:
  - Search for a patient
  - Record a Request for Disclosure/Accounting of Disclosures
  - Identify the streamlined process for recording a disclosure



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# PHIMT Help Desk

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- Responsible for:
  - Creating user accounts
  - Updating user accounts
  - Assisting users with questions and/or issues
- Contact Information
  - [mhssc@timpo.osd.mil](mailto:mhssc@timpo.osd.mil)
  - CONUS: (800) 600-9332
  - OCONUS: visit the MHS Help Desk web site (<https://mhssc.timpo.osd.mil>) for a list of access numbers



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# PHIMT

## Presentation Summary

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- You should now be able to:
  - Identify the use of the PHIMT in meeting the Accounting of Disclosures requirement of the HIPAA Privacy Rule
  - Describe the necessary policies and procedures
  - Describe and perform all Regular User functionality



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