

**MCCMH ROLE-BASED ACCESS
TO PROTECTED HEALTH INFORMATION MATRIX**

The HIPAA Minimum Necessary standard requires MCCMH to evaluate their practices and enhance safeguards to limit unnecessary or inappropriate access to and disclosure of protected health information.

Based on this evaluation each MCCMH occupational title is classified into Category A (full access) or Category B (limited access) below. Clinic supervisory staff shall monitor the requirements for access and notify the Privacy Officer if a change in category assignment for an individual staff member is necessary.

CATEGORY A	CATEGORY B
Category A consists of MCCMH occupational titles that may require access to consumer protected health information (PHI).	Category B consists of MCCMH occupational titles that may require access to consumer protected health information (PHI) on a limited basis.
Executive Director	Administrative Secretary
Deputy Director	Typist I
Medical Director	Typist II
Division Director	Typist III
Administrative Assistant IV	Typist IV
Administrative Assistant III	Administrative Assistant I
Therapist I	Administrative Assistant II
Therapist II	Secretary
Therapist III	Account Clerk I
MI Adult ACT Caseworker II	Account Clerk II
MI Children's Single Entry Therapist	Account Clerk III
Case Manager II	Account Clerk IV
Case Manager III	Input/Output Control Clerk (SA)
Supervisor	
Occupational Therapist-Registered	
Psychologist	
Registered Nurse	
Specialist I	
Specialist II	
Mental Health Worker II	
Mental Health Worker III	
Dietitian	