Please fill out this form and submit to [PrivacyTeam-URMC@URMC.Rochester.edu](mailto:PrivacyTeam-URMC@URMC.Rochester.edu).

Once it is received, the Privacy Office will be in touch about the process for gaining access to PHI.

If you have not heard back within 1 week, please email again and cc Bridge\_Program@urmc.rochester.edu.

Reminder:

Protected Health Information (PHI) Includes but is not limited to any information that is created or received by a health care provider that relates to:

·         The past, present or future physical or mental health or condition of an individual; or

·         Provision of health care to an individual; or

·         The past, present or future payment for the provision of health care to an individual

The 18 identifiers that make health information PHI are:

·         Names

·         Dates, except year

·         Telephone numbers

·         Geographic data

·         FAX numbers

·         Social Security numbers

·         Email addresses

·         Medical record numbers

·         Account numbers

·         Health plan beneficiary numbers

·         Certificate/license numbers

·         Vehicle identifiers and serial numbers including license plates

·         Web URLs

·         Device identifiers and serial numbers

·         Internet protocol addresses

·         Full face photos and comparable images

·         Biometric identifiers (i.e. retinal scan, fingerprints)

·         Any unique identifying number or code

Mentor Name:

Mentor Email:

Mentee Name:

Is mentee 18 or older?

Is access is needed for an IRB- reviewed study (include ClickIRB #) or a quality improvement/other activity?

Describe the initiative for which the mentee requires access to PHI including the purpose and current method for accessing/using PHI (e.g., on site at SMH, or not at SMH, but using a URMC-managed machine)

Type of PHI access:

- What device will be used to access PHI?

- Which EMR?

- Access to view but not alter EMR? Or access to enter information into the EMR?

- Will the mentee need to print PHI?

- Will the mentee need to download or export PHI from Epic or other systems? To where (i.e., what device, system, or application) will it be exported?

Will there be any other access to identifiable PHI outside of access to the medical record (e.g., PHI accessed from or entered into spreadsheets or other research receptacle)? If so, please describe.