

Manager Authorization for Contractors, Students & Outside Organizations



This form must be completed to authorize a contractor, student or any employee from a non-UW or non-affiliated organization (treated as a contractor) 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 prior to the start of work for Northwest Hospital.

Legal Name*			Company*	Job Title / Role*
First	Middle	Last		
Assigned Department		Assigned Cost-Center Code*	Email*	Phone*
Start Date*	End Date* <i>(Max one year – may be extended later)</i>		Licenses (RN, MD, etc.) (Attach copies)	
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)		STAR	Model after user:	
Soarian Clinicals / EDM <i>View Only (Job Code 8043)</i>		Horizon Enterprise Fiscal Mgmt	Model after user:	
MAK (Birth Year:)		Horizon Enterprise Materials Mgmt	Model after user:	
GE Centricity Web				
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>I authorize the above named contractor or 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 worker. All necessary contracts, business association agreements, and data security agreements have been completed:</i>				
<i>(Authorizing Manager Signature; must be NWH employed)</i>		<i>(Printed Name)</i>		<i>(Date)</i>
Main contact person for provisioning (if other than authorizing manager):				
Name		Job Title		Extension / Phone Number
All contractors and students must provide a complete Background Authorization form, Vendor and Contractor Expectations form and a UW Data Security Agreement to Security prior to performing work for Northwest Hospital:				
Background Authorization Form (attach)		Vendor and Contractor Expectations Form (attach)		UW Data Security Agreement (attach)

Completed and e-signed form should be emailed to ITProvisioning@nwhea.org along with completed forms: 1) Vendor and Contractor Expectations, 2) Background Authorization and 3) 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