

Communication Sciences and Disorders, Speech-Language-Hearing Clinic

Policies and Procedures

*SUBJECT:* **Access Roles & Training for Speech-Language-Hearing Clinic, #7**

Select Clinic staff are responsible for auditing, processing and reconciling Speech-Language-Hearing Clinic financial documents. Staff will only access and/or use the minimum PHI needed to complete job functions. Each of the below base roles are designed to give the least amount of access to potential HIPAA protected health information (PHI) while performing primary job functions. These roles include:

Role: Function:
Insurance Billing Creating Daily Deposit Transmittals
and Collections Collecting & Processing Daily Revenue Deposits
Specialist Processing in PeopleSoft Financials: Purchase Orders, Receivers, Journal
 Transfers, Check Requests

Each supplemental role(s) are in addition to the base user role and provide a more specific, yet identifiable role. Supplemental roles have access and knowledge of each base role. These include:

Role: Function:
Insurance Billing Purchasing Card Approver
and Collections Deposit/Revenue Collection Reconciliations
Specialist Monthly & Annual Budget Preparation

For each of the above roles, upon initial hire and/or assignment of a Clinic job function and before job functions can be initiated, successful completion of HIPAA training will be required. The employee’s immediate supervisor will require that the employee complete HIPAA training at <https://nau.edu/its/learn/hipaa/>. Upon satisfactory completion of training, the signed [HIPAA University Security and Confidentiality Agreement](https://nau.edu/its/learn/hipaa/agreement/) (SCA) will be kept in the Clinical Director’s employee files. Signed SCA forms can be purged (7) years after employee’s termination of employment.

\*NOTE: Completion of FERPA training is required of every SLH Clinic and CSD employee within the first week of hire. <http://nau.edu/registrar/ferpa/>