

PHI access

The PHI access audit log enables admins to monitor users who view PHI-related information within the application dashboard. It provides you with the user's name, the dates, and the PHI field viewed by the user.

To use:

1. Navigate to **Admin settings**.
2. Click **Audit logs** and click **PHI access**.
3. Use the **drop-down menu** to select a **User name** (Optional).
4. Use the **drop-down menu** to select a **Date Range** (Optional).
5. Use the **drop-down menu** to check the desired **Dashboard** (Optional).

6. Use the **drop-down menu** to select one or more **Facilities** (Optional).

- Use the **drop-down menu** to select one or more **Payers** (Optional).
- Use the **drop-down menu** to select one or more **Providers** (Optional).

Facility	Payer	Provider
Anjoru Medical Group <input type="button" value="v"/>	Select one or more payers: <input type="button" value="v"/>	Select one or more providers <input type="button" value="v"/>

- Click **Apply**.

The PHI access audit log will list the user activity based on the selection criteria.

Workflow Example: The Admin user needs to see what PHI-related data user Elise has accessed so far this month from the Accounts Receivables dashboard.

Filters selections:

- User name:** Elise Carter
- Date Range:** Month to date
- Dashboard:** Accounts Receivables

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While specific Protected Health Information (PHI) is not stored in this audit log, if you want to see which dashboards a user has drilled through to see details, you can see which filters they had applied at the time they drilled through to recreate the PHI they might have seen in the drill through. See <https://www.hhs.gov/hipaa/for-professionals/privacy/special-topics/de-identification/index.html#protected> for more information about PHI.

User name: Elise Carter X Date range: Month to date v Start date: 12/01/2024 X End date: 12/16/2024 X

Dashboard: Accounts Receivable X Facility: Select one or more facilities v Payer: Select one or more payers v Provider: Select one or more providers v Apply Export

Show 25 v entries Manage columns

User name	Viewed on	Dashboard	Start date	End date	Facility	Payer	Provider	PHI Fields
Vis_Elise Carter	12/10/2024, 2:11 PM	Accounts Receivable	01/01/2023	01/01/2024	All	All	All	Ticket number
Vis_Elise Carter	12/16/2024, 1:58 PM	Accounts Receivable	06/12/2009	12/16/2024	All	Aarp United Medicare Preferred	All	Ticket number
Vis_Elise Carter	12/16/2024, 1:59 PM	Accounts Receivable	06/12/2009	12/16/2024	All	Aarp United Medicare Preferred	All	Ticket number

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Note: Users can also **Export** the results as needed. Refer to the **Exporting an Audit log** section.