

Information Classification Form

College of Medicine, Department of Neurology

Information Type	Confidentiality	Integrity	Availability	Classification	Sensitivity	Designee
Medical Records (administrative office, in transit to clinic)	High	High	High	Restricted	CRUCIAL	E. Valenstein, MD
Physician patient care/patient management email containing PHI	High	High	High	Restricted		E. Valenstein, MD
Electronic files with PHI (clinical, research, personnel, administrative)	High	High	High	Restricted		E. Valenstein, MD
Billing records with PHI (in patient)	High	High	High	Restricted		J. Kearney
Faculty/Residents/Staff personnel files	High	High	High	Restricted		J. Kearney
Documents containing PHI (clinical, research, personnel, administrative)	High	High	Medium	Restricted		E. Valenstein, MD
Payroll with personal identification information	High	High	Medium	Restricted		E. Valenstein, MD
Student evaluation records	High	High	Medium	Restricted		J. Kearney
New patient referrals (paper files)	High	Medium	High	Restricted		E. Valenstein, MD
Research study files with PHI	High	Medium	High	Restricted		E. Valenstein, MD
Fiscal, purchasing, invoice records (paper or electronic) with PHI	High	Medium	High	Restricted		E. Valenstein, MD
Email containing PHI for administrative purposes	High	Medium	Medium	Restricted		E. Valenstein, MD
Budget files and financial reports	High	Medium	Medium	Restricted		J. Kearney
Radiologic films & CDs with PHI	High	Medium	Low	Restricted		E. Valenstein, MD
Faculty and Resident Evaluations	High	Medium	Low	Restricted		E. Valenstein, MD
Patient/physician appointment schedules	High	High	High	Sensitive	CRUCIAL	E. Valenstein, MD
Email without PHI (research, personnel, administrative)	Medium	High	High	Sensitive		E. Valenstein, MD
Emergency Contact Information	Medium	High	High	Sensitive	CRUCIAL	J. Kearney
Documents without PHI (clinical, research, personnel, administrative)	Medium	High	Medium	Sensitive		E. Valenstein, MD
Research study files without PHI	Medium	Medium	Medium	Sensitive		J. Kearney
Research grant applications and research grant files	Medium	Medium	Medium	Sensitive		J. Kearney
Electronic files without PHI (clinical, research, personnel, administrative)	Medium	Medium	Medium	Sensitive		J. Kearney

Fiscal, purchasing, invoice records (paper or electronic) without PHI	Medium	Medium	Medium	Operational		J. Kearney
Information for patients (clinic brochures, directions, parking maps)	Low	Medium	Medium	Operational		J. Kearney
University, College, Office memorandums without PHI	Low	Low	Low	Operational		J. Kearney

Unit ISM **Date**

Unit ISA **Date**

Dean, Department Chair or Department Director Information Designee **Date**